

CITI ACCESS AND DIRECTIONS FOR INTRAMURAL PERSONNEL – EXISTING USERS

To access the CITI training program, go to: <http://www.citiprogram.org>. The following directions will assist you as you work through the required screens.

-CITI LOGIN AND REGISTRATION-

The screenshot shows the CITI Program website's login and registration interface. At the top, there is a navigation bar with 'USA - English', 'Log In | Register | Help', and a search bar for the 'Knowledge Base'. Below this is a banner for the 'CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami'. A main navigation menu includes 'Home', 'About Us', 'Courses', 'Become a Subscriber', 'CE Credits', 'News and Events', 'Resources', and 'Contact Us'. The central content area features a large image of a person in a blue lab coat working with a large blue structure, with the text 'Over 5.1 million CITI Program courses have been completed since 2000'. To the right of the image is a login form with fields for 'Username' and 'Password', a 'Log In' button, and a link for 'Forgot Username or Password?'. Below the login form is a 'Create an account' section with a 'Register' button and a note: 'Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.' At the bottom, there are sections for 'CITI Program Announcements' and 'Help & Support'.

If you have previously registered with CITI, log in using your existing Username and Password.

If you have forgotten your Username and/or password, click on "Forgot Username or Password." You will need to know the email address you previously used. If you do not remember the email you used, or if the email you used is no longer valid, please contact DON HRPP at human.research@med.navy.mil.

As an existing CITI user, you will need to update your Learner Group, as illustrated in the next screen shot.

-UPDATE LEARNER GROUPS-

The screenshot shows the 'My Learner Tools' section of the CITI Program website. The top navigation bar includes 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', 'Support', and 'Admin'. Below this is a 'Main Menu' section with expandable categories: 'DEMO Courses', 'Department of The Navy Courses', and 'IRB Training Courses'. The 'Department of The Navy Courses' section is expanded, showing a table with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. A row is visible for 'Senior Navy and Command Leadership - SBR' with a status of 'Passed 07/17/2013' and a 'Print Report' link. Below the table is a 'My Learner Tools for Department of The Navy' section with a list of links: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. The 'Add a Course or Update Learner Groups' link is circled in red. At the bottom, there are links for 'Click here to affiliate with another institution' and 'Affiliate as an Independent Learner'.

Click "Add a Course or Update Learner Groups."

-TYPE OF RESEARCH-

* Answer the following questions carefully. The software will then present the course(s) that you are required to complete.

What kinds of research are you conducting?
Choose all that apply

- I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.
- I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals
- I am a **Midshipman at the USNA** and I am required to complete the CITI basic course for Midshipmen.
- I am the designated **Ombudsman** for a protocol and I am required to complete the Ombudsman course.
- I am wanting to take courses in **Spanish**.
- I am wanting to take courses in **Vietnamese**.
- I am wanting to take courses in **Khmer**.
- I am wanting to take the Financial Conflict of Interest course.

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Scroll to the bottom of the page and click on "I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records."

Click the "Next" button after making your selection.

-RESEARCH FOCUS-

* What is your research focus? Biomedical or social and behavioral sciences.

If your research involvement is with **both** Social and Behavioral Sciences and Biomedical Sciences, choose "The Biomedical Sciences."
Choose all that apply

- The Social and Behavioral Sciences.
- The Biomedical Sciences

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Scroll to the bottom of the page and select your primary research focus by clicking in the appropriate box.

Click the "Next" button after making your selection.

-SELECT CURRICULUM- (Role in Research)

* What is your role in biomedical research for the Department of the Navy?
Choose one answer

- NO, this not applicable to me.
- Senior Navy and Command Leadership - Biomedical: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research (CNR) and Command Leadership (institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-Charge (OICs) **Biomedical Focus**.
- Directors, Chairs and Managers - Biomedical: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, Division Directors and Program Officers. **Biomedical Focus**
- Investigators and Key Research Personnel - Biomedical: Investigators and Key Personnel: Principal investigator, associate investigators, co-investigators, sub-investigators, site investigators, medical monitors or other key personnel who are responsible for designing and conducting human subjects research. **Biomedical Research Focus**
- Scientific Review Personnel - Biomedical: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of committees, panels, or individuals that provide a scientific review. **Biomedical Research Focus**.
- IRB Chairs, Vice Chairs and Members - Biomedical: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Biomedical Focus**
- DON HRPP and IRB Staff - Biomedical: HRPP Staff & IRB staff: Staff that support the institution's HRPP and IRB, including legal counsel directly supporting the HRPP and the IRB. **Biomedical Research Focus**.
- Research Coordinators and Administrators - Biomedical: Research Coordinators, Study Coordinators, Clinical Coordinators and staff that serve as research coordinators or research administrators. **Biomedical Research Focus**.
- Research Support Personnel - Biomedical: Research Support Personnel: Those who conduct clinical or research procedures; provide support to review committees; are responsible for access and release of private identifiable information, e.g., records personnel; information system personnel; individuals conducting procedures (laboratory, pharmacy, and radiology); legal counsel; grants and contracts personnel; privacy officers. **Biomedical Research Focus**
- DON-Supported Extramural Performers - Biomedical: DON-Supported Extramural Performers - Biomedical Research Focus
- DON Human Research Protections Officials

Scroll to the bottom of the page and select the appropriate role.

NOTE: If you are unsure of the correct role to select, please refer to the [Department of the Navy Human Research Protection Program \(DON HRPP\) Training and Education Guidance](#) for more detailed descriptions of the various research roles.

Click the "Next" button after making your selection.

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CURRICULUM- (CITI Good Clinical Practice)

* Are you required to complete the CITI Good Clinical Practice course for the Department of the Navy?
Choose one answer

- No, not at this time.
- Yes, Complete the CITI GCP Course for DoN in English
- El curso de Buenas Practicas Clínicas en Español.
- Curso Boas Práticas Clínicas - em Português.

Scroll to the bottom of the page and select "No, not at this time."

Click the "Next" button after making your selection.

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-SELECT CURRICULUM- (RESPONSIBLE CONDUCT OF RESEARCH)

* Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?
Choose one answer

No, not at this time.

Yes, I need to take Responsible Conduct of Research for Biomedical Investigators

[Next](#) [Start Over](#)

Scroll to the bottom of the page and select "No, not at this time."

NOTE: If your Command requires that you complete the RCR course, you may choose "Yes, I need to take the Responsible Conduct of Research ..." at this time.

Click the "Next" button after making your selection.

-MAIN MENU-

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#) | [Admin](#)

Main Menu

- ▶ DEMO Courses
- ▼ Department of The Navy Courses
 - Course
 - Status
 - Completion Report
 - Survey

Course	Status	Completion Report	Survey
Investigators and Key Research Personnel - Biomedical	Incomplete	Not Earned	

My Learner Tools for Department of The Navy

- ▶ Add a Course or Update Learner Groups
- ▶ View Previously Completed Coursework
- ▶ Update Institution Profile
- ▶ View Instructions page
- ▶ Remove Affiliation

- ▶ IRB Training Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

Click on the course name to begin.

NOTE: You may see more than one course listed here depending on your choices on previous screens.

-GRADEBOOK-

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Main Menu > Course Investigators and Key Research Personnel - Biomedical

Investigators and Key Research Personnel - Biomedical - Basic Course

To pass this course you must:

- Complete all 19 required modules
- Achieve an average score of 80% on all quizzes

Your Current Score **100%**

You have unfinished modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules

	Date Completed	Score
DoD Requirements for Human Subject Research (ID: 15654)	08/07/13	No Quiz
Avoiding Group Harms - U.S. Research Perspectives (ID: 14080)	Incomplete	0/0 (0%)
Belmont Report and CITI Course Introduction (ID: 1127)	02/26/13	3/3 (100%)
Department of The Navy Introduction (ID: 1663)	03/25/14	No Quiz
History and Ethics for Biomedical Investigators (ID: 1540)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)

To Begin:
Click the link "Complete the Integrity Assurance Statement."

NOTE: The bottom portion of the screen shows your required learning modules. Your role in research will determine which modules you are required to complete. The number of modules varies from course to course.

-ASSURANCE STATEMENT-

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Assurance Statement

Assurance Statement

CITI Program **Conditions of Use** include the following provisions. Please read them carefully.

Only One Account: I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.

No Account Sharing: I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

Do My Own Work: I will complete all required quizzes and any other assessments by myself, using only my own work.

No Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

No Cheating: I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners..

My Actions Are Logged: I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution..

Select the appropriate statement then click the Submit button:

I AGREE to the above and the other **Conditions of Use** for accessing CITI Program materials.

I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use.

Select "I AGREE" and then click "Submit".

-GRADEBOOK- (Next required module)

Senior Navy and Command Leadership - Biomedical - Basic Course

To pass this course you must:

- Complete all 8 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Your Current Score: **0%**

Required Modules	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Department of The Navy Introduction (ID: 1663)	Incomplete	0/0 (0%)
History and Ethics for Biomedical Investigators (ID: 1540)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
Department of the Navy Module for Senior Navy and Command Leadership (ID: 1539)	Incomplete	0/0 (0%)
Department of The Navy - Information and References (ID: 877)	Incomplete	0/0 (0%)

Optional Modules

Optional Modules	Date Completed	Score
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NOTE: Optional modules are provided for general interest only. You DO NOT receive credit for completing these modules

You are now ready to begin the training. Click on the **blue text** to enter the module.

NOTE: The modules you are required to complete may not match those listed in this example.

-CITI INTRODUCTION-

Belmont Report and CITI Course Introduction

Introduction

To Complete Your CITI Course You Will:

- Review the **Belmont Report**.
- Complete all required modules and quizzes.
- Review any optional modules of interest.
- Review materials provided by your institution.
- Complete a voluntary, anonymous user satisfaction survey.
- Download a Course Completion Report.

A few words about the images in the courses.

Most images have a title or short description. Move the cursor over the image to see the text.

The Belmont Report

The *Belmont Report*, released in 1979 by the National Commission for the Protection of Human Subjects in Biomedical and Behavioral Research, provides the ethical framework for the Federal Regulations designed to protect human research subjects.

The *Belmont Report* is **required reading** for all CITI program participants.

- Follow the link below to begin the course by completing a short quiz on the *Belmont Report*
- After you submit the quiz the link to the next required module will appear in the footer.

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[Take the quiz for Belmont Report and CITI Course Introduction](#)

[Return to the module list for this course](#)

NOTE: some modules are for reference only and will not have a quiz required. If there is a quiz associated with the module, you will see it listed under the "Take the Quiz" heading at the bottom of the screen.

To take the quiz associated with the module, click the **"Take the quiz for..."** link at the bottom of the page. After completing the quiz, the program will allow you to take the next module of your course.

- If you wish to log out of the CITI training site at any time, click the “Log Out” link at the top right-hand side of the computer screen. Once you log out you will need to return to the CITI main page (<http://www.citiprogram.org>) and type in your username and password to re-enter the site.
- If you log out before completing the course, the program will remember the last module completed. When you return, it will take you to the Gradebook and indicate by blue text where to restart.
- Once you complete the course, you will receive a Completion Report.
- In order to complete the CITI training and receive a Completion Report, you must pass the course with a score of 80% or better.

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