

Instructions for Registering for CITI and accessing the SBR student course

If you are a student who is not involved in design of a research study, but rather are assisting in the collection of information for an ongoing study, these are the correct instructions to follow.

For folks who have not yet registered with CITI, please go to <http://www.citiprogram.org>, and then go to page 3 of this document. If you are relatively comfortable filling out online questionnaires, and you do not need help in negotiating them, you can go to page 9 of this document.

For folks who are already registered with CITI, please log onto the site at <http://www.citiprogram.org>.

When you do so you will see a screen that looks something like the one below:
The courses listed reflect the choices you made when you first registered and answered Questions 1 and 2 regarding your learner group and the type of RCR course you would like to take. **NOTE:** for the IRB, the RCR courses are not required (Responsible Conduct of Research). For students who are only assisting with data collection, and not developing a research study, we only require that you complete the Students-Class Projects Module.

The screenshot shows the CITI Program dashboard. At the top, there is a header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is on the right. Below the header is a navigation menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". The "Main Menu" is expanded, showing a section for "Allegheny College Courses". This section contains a table with columns for "Course", "Status", "Completion Report", and "Survey".

Course	Status	Completion Report	Survey
IRB Members - Basic/Refresher	Passed 06/24/2014	Print Report	Take Survey
Social and Behavioral Responsible Conduct of Research Course 1.	Incomplete	Not Earned	

Below the table is a section titled "My Learner Tools for Allegheny College" with several links: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom of the dashboard, there are two buttons: "Click here to affiliate with another institution" and "Affiliate as an Independent Learner".

If one of the courses you see listed on this page is titled: Students-Class Projects Module, and you have completed the course within the past 3 years, you are fine to participate in collecting data for a research study. If that course is not listed, click on the link for Add a Course or Update Learner Group. That will take you back to the Questions 1 and 2, which will look like what is shown on page 2:

*** Question 1**

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Your Biomedical Group:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Your SBR Group:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Students conducting no more than minimal risk research**

*** Question 2**

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- RCR for the Sciences

Submit

Under question 1 select Students conducting no more than minimal risk research, and under Question 2 (which requires an answer) select any of the choices (since when the next screen comes up, you can ignore the RCR courses for the IRB purposes). Click on the Submit button, and the new screen that appears will look like the one on page 1, but will now include the Students-Class Projects course listed. This is the only one that needs to be completed if you are a student who is assisting in the collection of data for a project developed by someone else.

The modules for this course are shown on page 10 of this document.

1. Begin by bringing up the CITI home page in your browser, using the following URL.
<http://www.citiprogram.org>.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

Over 6.2 million CITI Program courses have been completed since 2000

CITI Program Announcements

- Conflicts of Interest (COI) Guide (April 2014)
- Updates to Biosafety and Biosecurity and Export Control Content (April 2014)
- CITI Program Quarterly Newsletter (April 2014)
- New Module: Research, Ethics, and Society (RCR-Interdisciplinary) (March 2014)
- New Course: Post-Approval Monitoring (PAM) (February 2014)
- More...

Help & Support

- How do I register?
- Merge duplicate accounts
- I forgot my Username or Password
- More...

2. Click on **Register** (under the words Create an Account). You will be taken to a new page. Proceed to step 3.

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3. On the new page, start typing in Allegheny College, and when you have a sufficient amount typed, it will fill the name in for you. When filled in, click on the Continue to Step 2 button. Continue with the instructions step 4 below.

The screenshot shows the CITI Learner Registration page. At the top, there is a navigation bar with "USA - English" and "Text Size: A A" on the left, and "Log In | Register | Help" on the right. Below this is a blue banner with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is on the right. Below the banner is a navigation menu with "Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us". The main content area is titled "CITI - Learner Registration" and shows "Steps: 1 2 3 4 5 6 7" with step 1 highlighted. Below this is a message: "You must make a selection below." The main section is "Select Your Organization Affiliation" with a search box labeled "Search for organization: Enter full or partial name" and a link "Can't find your institution? It may use Single Sign On. Check here." Below the search box is a paragraph of instructions: "Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom are two buttons: "Continue to Step 2" and "Search Again".

4. The next page (shown below) asks you to include your name and Allegheny College email, and if you have one, a second email address. Required information is marked by a red asterisk. Once you have filled in this information you should click the Continue to Step 3 button.

The screenshot shows the CITI Learner Registration page for Allegheny College. At the top, there is a navigation bar with "USA - English" and "Text Size: A A" on the left, and "Log In | Register | Help" on the right. Below this is a blue banner with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is on the right. Below the banner is a navigation menu with "Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us". The main content area is titled "CITI - Learner Registration - Allegheny College" and shows "Steps: 1 2 3 4 5 6 7" with step 2 highlighted. Below this is a section titled "Personal Information" with a legend: "* indicates a required field." There are four input fields: "* First Name", "* Last Name", "* Email Address", and "* Verify email address". Below these is a paragraph of instructions: "We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address." There are two more input fields: "Secondary email address" and "Verify secondary email address". At the bottom is a button: "Continue to Step 3".

5. The next page asks you for a username and password. You do not need to use the same username or password as for your Allegheny College accounts, but it is a good idea for you to write down the information for future records, although, with the correct info your username and password can be retrieved. This is the purpose of asking you a security question. There are a series of questions, you are asked to select one and then give a response. Then, you should click on the Continue to Step 4 button.

USA - English TextSize: A A Log In | Register | Help

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CITI - Learner Registration - Allegheny College

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Continue to Step 4

6. At this step, there are a variety of questions, and while all have a red asterisk, you can choose, for each question, the response Prefer not to answer, or, if you wish, you can answer all the questions. Once you have provided a response for each question, click on Continue to Step 5.

The screenshot shows the CITI Program registration interface. At the top, there is a navigation bar with 'USA - English', 'Text Size: A A', and links for 'Log In | Register | Help'. Below this is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar labeled 'Search Knowledge Base' is also present. The main navigation includes 'Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us'. The current page title is 'CITI - Learner Registration - Allegheny College'. A progress indicator shows 'Steps: 1 2 3 4 5 6 7', with '4' highlighted. The main content area is titled 'Gender, Ethnicity and Race' and contains three questions, each marked with a red asterisk as required:

- Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ
* indicates a required field.
- * I identify my Gender as:
 - Female
 - Male
 - Transgender or Other
 - Prefer not to answer
- * I identify my Ethnicity as:
 - Hispanic or Latino ⓘ
 - Not Hispanic or Latino
 - Prefer not to answer
- * I identify my Race as: (you may select more than one)
 - American Indian or Alaska Native ⓘ
 - Black or African American ⓘ
 - Asian ⓘ
 - Native Hawaiian or Other Pacific Islander ⓘ
 - White ⓘ
 - Prefer not to answer

At the bottom of the form is a blue button labeled 'Continue to Step 5'.

Hang in there, you are almost finished with this part.

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7. The next page ask if you are taking the courses for credit, and since this is not an option at Allegheny College, you will respond No. Then, you are required to answer the question of whether CITI can contact you, and the choice of this is up to you, but you need to select one of them. Now, click on Continue to Step 6.

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CITI - Learner Registration - Allegheny College

Steps: 1 2 3 4 **5** 6 7

* Indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses - please see "Course List" link under the "CE Credits" tab on login page for details.

Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes
At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Psychologists - APA Credits
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

*** Can CITI Program contact you at a later date regarding participation in research surveys?**

- Yes
- No
- Not sure. Ask me later

[Continue to Step 6](#)

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8. Step 7 has a set of questions, and, as was the case previously, you only need to answer the questions with a red asterisk, which here are your institutional email address, your department, and your role in research. The role in research is a pull down menu so select the most appropriate choice. Once finished, click on Continue to Step 7.

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CITI - Learner Registration - Allegheny College

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Allegheny College

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

[Continue to Step 7](#)

9. At this step, you are at the last page, where you will indicate what curriculum fits your particular circumstance. For students who are not involved in the research design, but are only assisting in gathering data, we suggest you complete the Student Course. You should select the choice, Students conducting no more than minimal risk research for question 1 and any of the 4 for the second question, since, for the IRB purposes, we do not require that you complete the RCR courses.

CITI - Learner Registration - Allegheny College

Steps: 1 2 3 4 5 6 **7**

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. [Click here](#) to review the Allegheny College instructions page.

* Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Your Biomedical Group: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Your SBR Group: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Students conducting no more than minimal risk research

* Question 2

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- RCR for the Sciences

[Complete Registration](#)

Once you have answered both questions, you can complete your registration. It will then give you a couple of options based upon how you answered the questions. The option you should choose is the one called **Students-Class Projects**.

The modules you complete for this course are shown below.

Required Modules
Belmont Report and CITI Course Introduction (ID: 1127)
Students in Research (ID: 1321)
History and Ethical Principles - SBE (ID: 490)
History and Ethics of Human Subjects Research (ID: 498)
Allegheny College Courses (ID: 13375)

You do not have to complete the modules all at once. You are able to save your work and return to it later. To receive certification, you must have an overall score of 80%. You may retake a module as often as you wish. Once you have completed the certification, you will have the option of printing a certificate. CITI will notify the Allegheny administrator when you have been certified and the date of certification. Please note that individual scores and number of attempts will NOT be reported to the Allegheny administrator.