

CITI Instructions

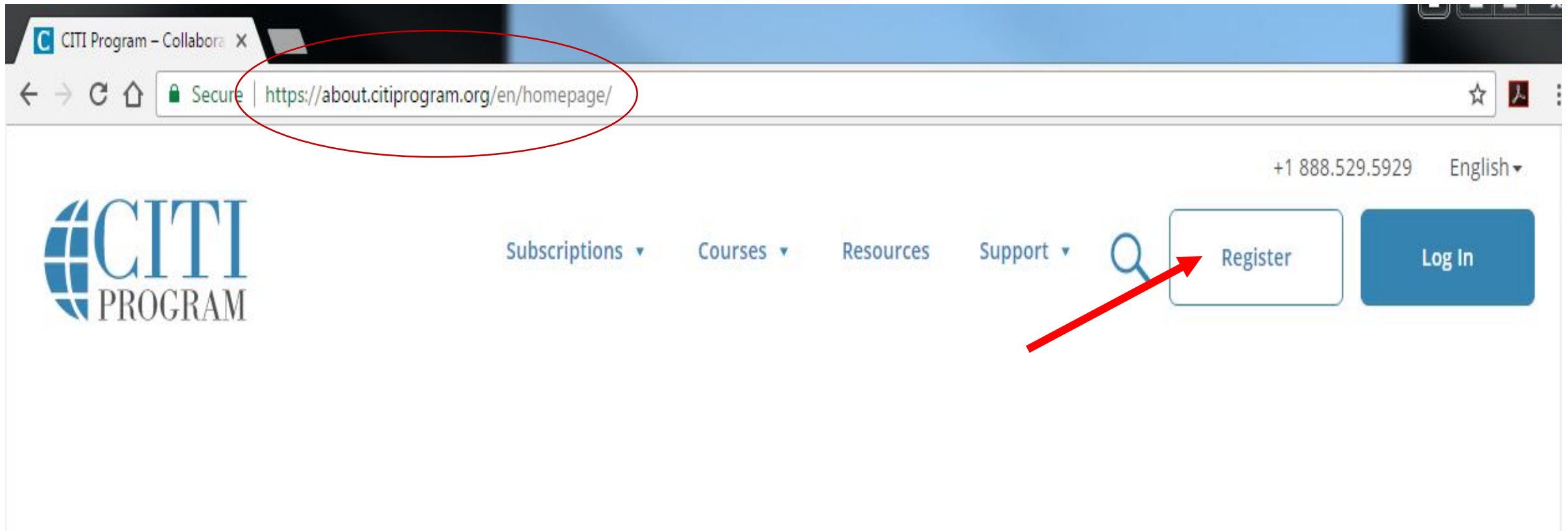
Registering and How to Use

Go to: <https://CITIPROGRAM.org> or
<https://about.citiprogram.org/en/homepage/>

Last updated: 6/13/17

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First Time - Registering



The screenshot shows a web browser window with the following elements:

- Browser Tab:** CITI Program - Collabora X
- Address Bar:** <https://about.citiprogram.org/en/homepage/> (circled in red)
- Page Header:** +1 888.529.5929 English ▾
- Navigation Menu:** Subscriptions ▾ Courses ▾ Resources Support ▾
- Search:** Search icon (magnifying glass)
- Buttons:** Register (white button with blue border), Log In (solid blue button)
- Logo:** CITI PROGRAM (with a globe icon)

A red arrow points from the bottom right towards the Register button.

LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

CITI - Learner Registration

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

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name 

College of Charleston

Can't find your institution? It may use Single Sign On. [Check here.](#)

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.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

Continue To Step 2

Do not select Independent Learner Registration.

CITI - Learner Registration - College of Charleston

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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.

Secondary email address

Verify secondary email address

[Continue To Step 3](#)

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

You may type in any User Name and Password. This does not have to match your College of Charleston log in credentials.

If you forget, you can retrieve your credentials from the log in screen.



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration - College of Charleston

Steps: [1](#) [2](#) [3](#) **[4](#)** [5](#) [6](#) [7](#)

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

[Continue To Step 5](#)

[Need Help? Support Center](#)

* 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 many CITI courses - with that availability indicated on course and module listings. **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

Select NO for Continuing Education credit



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
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

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

Please provide the following information requested by College of Charleston

* indicates a required field.

* Department Or Division

Program And Major, If Applicable

* Status

* Role Requiring This Training

* Is This Biosafety Training For A Course Requirement?

Yes

No

If Yes, Provide Course Number And Instructor's Name.

* Is This Biosafety Training For A Research Project?

Yes

No

If Yes, Provide Protocol Title And Principal Investigator's Name.

Continue To Step 7



English ▾

LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

CITI - Learner Registration - College of Charleston

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

Select Curriculum

* indicates a required field.

Select the appropriate training course(s) below. Questions regarding your Biosafety/Biosecurity courses requirements should be addressed to your CITI IRB training coordinator (Eileen Callahan - compliance@cofc.edu).

Click [here](#) to review the College of Charleston instructions page.

Answer the questions 1 through 5 on the following pages.

Question 1

Will you be working with HUMAN RESEARCH PARTICIPANTS?

Questions regarding Human Participants Research course requirements should be addressed to Research Protections & Compliance at the College of Charleston (compliance@cofc.edu).

If this is your FIRST time completing CITI Program training in human subjects participants research OR you need to complete additional modules, choose ONE learner group below based on the type of human subjects research activities you will plan to conduct.

In addition to the required modules in each course there are optional modules that you can complete based on your interests or research plans. You may be required to complete additional courses at a later date if your research changes.

Choose all that apply

- No
- Yes - Complete the section below.

Choose only ONE.

- Exempt Applications Only
- Research Methods Class - For class work only, not sufficient for submitting an IRB Application
- Basic
- Research in Schools
- Research with Children (outside schools)
- International Research
- Research with Vulnerable Participants
- Research with Prisoners
- Research in Medical Settings
- Research in the Workplace
- IRB Members

If your CITI certification HAS EXPIRED OR IS DUE TO EXPIRE, complete the appropriate refresher course.

- Refresher for Researchers
- Refresher for IRB Members

Question 2

Will you be working with VERTEBRATE ANIMALS?

Students must discuss their required training with their class instructor or research mentor. Other questions regarding animal welfare training requirements should be addressed to Research Protections & Compliance at the College of Charleston (compliance@cofc.edu).

Important! If you are working with any biohazards or genetically modified animals, you will also need to complete biosafety training. See Question 3, items B. and C.

Choose all that apply

- No
- Yes - Complete the section below.

Choose all that apply:

- IACUC Members
- Institutional Official
- Principal Investigators/Other Personnel
- Students Working with Animals
- Wildlife Research

Animal Specific Courses

- Amphibians
- Fish
- Mice
- Rats
- Reptiles
- Zebrafish

Not sure if your project involves **BIOHAZARDS?**

Learn more at the ORGA website:

<http://research.cofc.edu/administration/research-protections-and-compliance/biohazards-biosafety-ibc.php>

Question 3

Will you be working with any BIOHAZARDS?

Questions regarding your Biosafety/Biosecurity courses requirements should be addressed to your CITI Biosafety/Biosecurity training coordinator (Raluca Semeniuc, MD - semeniucro@cofc.edu) Research Protections and Compliance (compliance@cofc.edu).

Choose all that apply

- No
- Yes - Complete the section below.

Before choosing your Biosafety/Biosecurity training courses, you must go to My Profiles (see top menu bar of this page) and update your College of Charleston Profile.

Choose all that apply:

-
- A. Student handling biohazards as part of course curricula
-
- B. Faculty, staff, student handling biohazards as part of a research protocol
-
- C. Faculty, staff, student working on animal experiments involving biohazards or with naturally infected animals as part of a research protocol
Important! This training selection requires you to also select the training identified at "B".
-
- D. Faculty, staff, student working with recombinant or synthetic nucleic acids molecules
Note: This training selection might also require you to select the training identified at "B".
-
- E. Biosafety refresher course for students, staff, faculty
Important! Do not complete if you did not previously take the course identified at "B".
-
- F. Faculty, staff, student employees identified as having occupational tasks or responsibilities that include reasonable anticipated risk of occupational exposure to human blood or other potentially infectious materials
-
- G. IBC Member
-
- H. Faculty, staff shipping regulated biological materials
Important! Contact the CofC Office of Environmental Health and Safety prior to taking this course.

Question 4

Do you need to complete Responsible Conduct of Research (RCR) training?

RCR Training ~~is not required for IRB or IACUC certification~~. Questions regarding your Responsible Conduct of Research training should be addressed to your RCR training coordinator (Eileen Callahan - compliance@cofc.edu) Research Protections and Compliance (compliance@cofc.edu).

Choose all that apply

- No
- Yes - Complete the section below.

Select one or more RCR Courses.

- Biomedical Researchers
- Social, Behavioral, and Education (SBE) Researchers
- Physical Science Researchers
- Humanities Researchers
- Research Administrators
- Research Ethics and Society module only

Question 5

Do you need to complete Conflict of Interest (COI) training?

FCOI Training is not required for IRB or IACUC certification. Questions regarding your Financial Conflict of Interest course requirements should be addressed to your FCOI training coordinator (Eileen Callahan - compliance@cofc.edu) Research Protections and Compliance (compliance@cofc.edu).

Choose one answer

- No
- Yes - selecting "Yes" will take you to three modules to complete.

[Complete Registration](#)



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **College of Charleston** is complete.

[Finalize Registration](#)



Logging in and Navigating CITI



English ▾

LOG IN

~~LOG IN THROUGH MY INSTITUTION~~

REGISTER

Username

Forgot?

Password

Forgot?

Log In

Need Help? [Support Center](#)

Main Menu

CITI PROGRAM | Collaborative Institutional Training Initiative

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

✔ Your registration has been completed successfully.

▼ College of Charleston Courses

Course	Status	Completion Record	Survey
Conflicts of Interest	Not Started	Not Earned	
Humanities Researchers - RCR	Not Started	Not Earned	
Institutional Official: Animal Care and Use	Not Started	Not Earned	
IRB Members	Not Started	Not Earned	
Social, Behavioral, and Education (SBE) Researchers/RCR	Not Started	Not Earned	

My Learner Tools for College of Charleston

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

This section will show the courses you have selected.

You can change or add courses here.

My Profiles



The screenshot shows the top navigation bar of the CITI Program website. The header is blue with the CITI PROGRAM logo on the left and the text "Collaborative Institutional Training Initiative" on the right. A search bar labeled "Search Knowledge Base" is located in the top right corner. Below the header is a light gray navigation bar with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". Underneath this is a breadcrumb trail "Main Menu > My Profiles". A dark blue dropdown menu is open, showing two options: "CITI Program Profile" and "College of Charleston Profile".

CITI PROGRAM | Collaborative Institutional Training Initiative

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > My Profiles

- ▶ CITI Program Profile
- ▶ College of Charleston Profile

My Reports



NOTE: The My Reports section now provides access to course completion data for both your current active affiliations and for past affiliations that are no longer active.

College of Charleston Reports

Basic/Refresher Course - Human Subjects Research

IRB Members								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Record
Basic Course	22852191			Due Now	N/A	N/A	View	N/A

Social, Behavioral, and Education (SBE) Researchers/RCR

Social, Behavioral, and Education (SBE) Researchers/RCR								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Record
RCR	22852192			Due Now	N/A	N/A	View	N/A

Questions?

College of Charleston Contact:

compliance@cofc.edu