

Faculty - Staff Directions to Register for the CITI Program and Training Online (Updated 1/16/2019)

Please follow these directions for the CITI registration and login in the order they are provided. If you wish to take optional modules or alter your registration at a future date, please do so AFTER completing the initial registration.

1. Go to <https://about.citiprogram.org/en/homepage/>.
2. Select "Register" button at the top of the page.

The screenshot shows the CITI Program homepage. At the top right, there is a phone number (+1 888.529.5929) and a language dropdown (English). Below this is a navigation menu with links for Subscriptions, Courses, Resources, and Support, along with a search icon. A prominent blue "Register" button is located in the top right corner, with a yellow arrow pointing to it from the right. To the left of the Register button is a "Log In" button. Below the navigation is a large heading "Research Ethics and Compliance Training" with a yellow arrow pointing to it from the right. Underneath the heading are four course cards: "GDPR & Human Subject Research in the U.S." (View Webinar), "Bioethics" (View Course), "Export Compliance" (View Course), and "Research Study Design" (View Course). Each card has a "NEW" badge and a brief description of the content.

3. The registration is completed in 7 steps.
4. Step 1:
 - **Select** your organization affiliation - **Washington and Lee University**
 - **Check the box** to "agree to the terms of service" for accessing CITI program materials
 - **Check the box** "I affirm that I am an affiliate of Washington and Lee University."

The screenshot shows the "CITI - Learner Registration" form, Step 1. The progress indicator shows "Steps: 1 2 3 4 5 6 7". The main heading is "Select Your Organization Affiliation". Below this, there is a note: "This option is for persons affiliated with a CITI Program subscriber organization." and a sub-note: "To find your organization, enter its name in the box below, then pick from the list of choices provided." A search box contains "Washington and Lee University". Below the search box, there is a note: "Washington and Lee University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration." There are two checkboxes: "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." and "I affirm that I am an affiliate of Washington and Lee University." Both checkboxes are checked. At the bottom, there is a blue button labeled "Continue To Create Your CITI Program Username/Password". Two yellow arrows point to the search box and the checkboxes.

5. Step 2: Complete the "Personal Information." It is **not** necessary to submit a secondary email address.

CITI - Learner Registration - Washington and Lee University

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

6. Step 3:

- Create a **Username and Password**. Your CITI username does not have to be your W&L username. *Please record these for future reference. You will need them every time you log in.*
- You must also select a security question and answer.

CITI - Learner Registration - Washington and Lee University

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

7. Step 4: Select your country of residence.

CITI - Learner Registration - Washington and Lee University

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

8. Step 5

- Part 1: Asks if you are interested in the option of receiving Continuing Education Unit (CEU) credit. Select **NO**.

CITI - Learner Registration - Washington and Lee University

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 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 grade book page.

No



- Part 2: Asks you to answer the following two questions located at the bottom of the page. The University recommends a "NO" response to each question.

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

Yes

No

Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? 🗨️

Yes

No

Continue To Step 6

9. Step 6: You must answer *only the required* questions in this section. The rest of the items may remain blank. In response to the “**Role in Research**” question, select *the response most appropriate to your role at the University*, i.e., faculty, staff, or other relevant role.

CITI - Learner Registration - Washington and Lee University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by Washington and Lee University

* Indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

Employee Number

* Department

* Role In Research

Address Field 1

Three yellow arrows point to the Institutional Email Address, Department, and Role In Research fields.

10. Step 7: You must select the CITI course you will be taking. In doing so, you answer 3 questions:

- Question 1, “Human Subjects Research,” typically select “**Faculty and Staff SBR Training Groups**”

CITI - Learner Registration - Washington and Lee University

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 Washington and Lee University 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 one answer

IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

Students conducting no more than minimal risk research

Faculty and Staff SBR Training Groups

A yellow arrow points to the 'Faculty and Staff SBR Training Groups' radio button.

- Question 2, “Responsible Conduct of Research,” **select “Not at this time”** *unless* you need or would like to complete the separate Responsible Conduct of Research Course. Please note that the Responsible Conduct of Research modules do **NOT** provide sufficient instruction if you intend to submit an IRB proposal.

Question 2

Responsible Conduct of Research
Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer

Responsible Conduct of Research - Basic Course

Not at this time.

11. Question 3 – This is another Responsible Conduct of Research Question. **Select “Not at this time”**.

Question 3

Please make your selection below if you wish to enroll in a Responsible Conduct of Research Refresher course.

Choose one answer

Responsible Conduct of Research Refresher for Biomedical Researchers

Not at this time.

12. Question 4 – Laboratory Animal Research. **IGNORE this question unless you need or want to complete training modules in preparation for studies that use laboratory animals.** This question does not apply to the majority of research.

Question 4

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the “Essentials for IACUC Members”.
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

“Working with the IACUC Course” is required if you plan to use lab animals in your work.

If you are an IACUC Member you are required to complete the “Essentials for IACUC Members” course now.

IACUC Community Member

Institutional Official

13. Click Submit when you are finished.

You are now registered and have a **member** number. Please Note: **Do NOT submit your MEMBER NUMBER to the IRB.** When submitting a proposal to the IRB, the requirement is to include your course **RECORD ID (in previous years, CITI referred to this as the REPORT ID)**

Turn to the Next Page for additional instructions

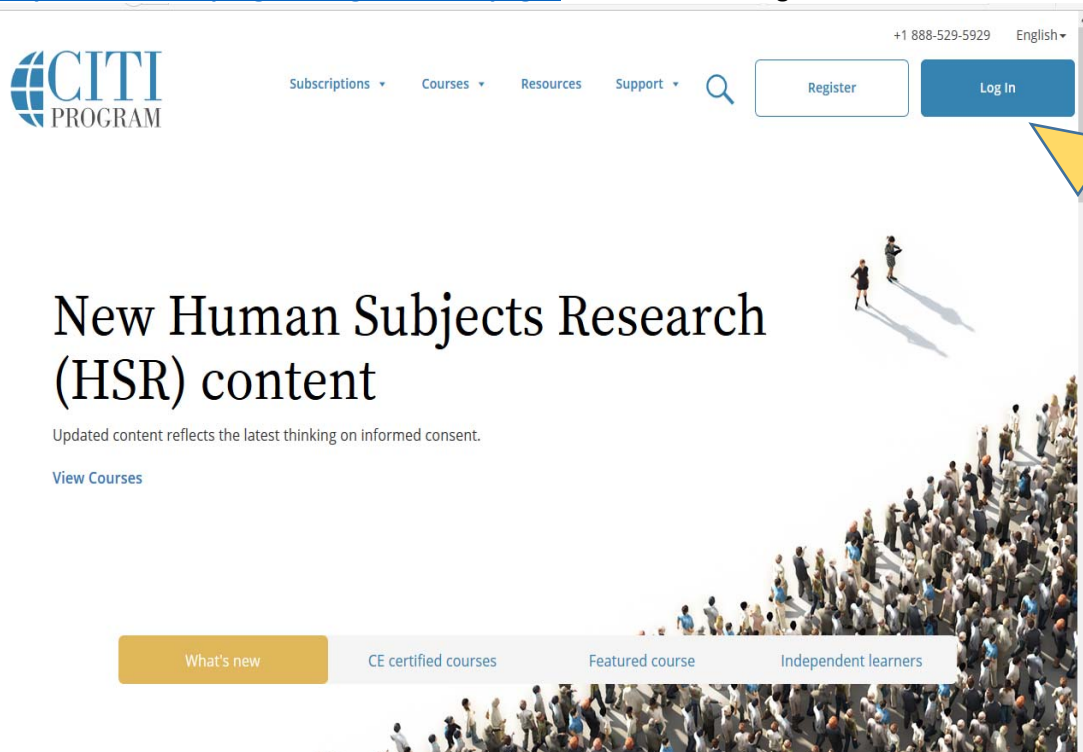
Now that you are registered:

1. Select "Courses" Menu
 2. Select "Washington and Lee University" Courses
 3. The courses you selected from the previous questions, typically **the Faculty and Staff SBR course**, should appear on the screen under "Active Courses." That course will provide you a status of "Not started" or "Continue Course".
 4. Select the course and work through the modules.
 5. **Please complete the Integrity Assurance statement when prompted prior to beginning a course.**
 6. All course modules are self-paced and do not need to be completed in one sitting. Additionally, there is a quiz at the end of each module. After passing the module quiz, you will advance to the next module.
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Turn to the Next Page for additional instructions

Returning to the site at a later time:

1. If at any time you need to leave your session, you may return at a later time to the CITI login at <https://about.citiprogram.org/en/homepage/> and click on the login button.



2. Study the material for each module and click on "Take the quiz" if one is available and then click the next module.
3. At the Main Menu, your "Status" report on the appropriate course should have changed to "Passed" and you will see the word "Print" under the column labeled "Completion Reports." Click on the word "Print" to view your completion details.
4. You may print this completion report and provide it as evidence of your completion of the course. You should also get an email notification of your course completion, which you may want to save as well.
5. **As a reminder, when you complete a course, you will have earned a certificate that has a RECORD ID/completion report number.** The RECORD ID/completion report number is to be used in every IRB proposal. Do **NOT** submit your **member** number in an IRB proposal. The member number provides no indication of whether or not you have completed a specific course. **On the next page, you will find a snapshot that indicates which number you should send to the IRB.**

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)

COMPLETION REPORT - PART 1 OF 2 COURSEWORK REQUIREMENTS*

* NOTE: Scores on this [Requirements Report](#) reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** John Doe (ID: 11111111)
- **Institution Affiliation:** Washington and Lee University (ID: 1996)
- **Institution Email:** jdoo@wlu.edu
- **Institution Unit:** Institutional Review Board
- **Phone:** 540.111.2222

- **Curriculum Group:** Faculty and Staff SBR Training
- **Course Learner Group:** Same as Curriculum Group
- **Stage:** Stage 1 - Basic Course
- **Description:** This course is appropriate for conducting most Human Subjects Research.

- **Record ID:** 22014004
- **Completion Date:** 03-Oct-2016
- **Expiration Date:** 03-Oct-2019
- **Minimum Passing:** 80
- **Reported Score*:** 97



REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Students in Research (ID: 1321)	27-Sep-2016	5/5 (100%)
Defining Research with Human Subjects - SBE (ID: 491)	27-Sep-2016	5/5 (100%)
Assessing Risk - SBE (ID: 503)	29-Sep-2016	5/5 (100%)
Informed Consent - SBE (ID: 504)	27-Sep-2016	5/5 (100%)
Privacy and Confidentiality - SBE (ID: 505)	29-Sep-2016	5/5 (100%)
Internet-Based Research - SBE (ID: 510)	29-Sep-2016	4/5 (80%)
Washington and Lee University (ID: 14219)	03-Oct-2016	No Quiz

If you have any questions regarding the registration or course completion process, please contact your instructor. If you still have questions, please contact Bryan Price, Assistant Provost for Institutional Effectiveness and Chair of the W&L Institutional Review Board at 458-8316, bprice@wlu.edu.