How to register as a new user with CITI Program

Steps to registering with CITI

- **Step 1:**
  Log on to CITI homepage: www.citiprogram.org and click on the New Users Register Here link

Steps to registering with CITI

- **Step 2:**
From the CITI Course Registration page:
Select you institution or organization- Select the Participation Institutions drop-down field and select your institution

Steps to registering with CITI

- **Step 3:**
  Select a Username and Password

2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Username: [   ]

Your password should consist of 8 to 12 characters. and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password: [   ]

Verify Password: [   ]

Steps to registering with CITI

- **Step 4:**
  Enter your name in the First Name and Last Name Fields

3. Enter your name

First Name: [   ]
(100 characters maximum)

Last Name: [   ]
(100 characters maximum)

Steps to registering with CITI

- **Step 5:**
  Enter your email address, secondary email is optional; click the submit button

4. Enter your email address

Enter your preferred email address.

Preferred Email: [   ]
(100 characters maximum)

Verify Preferred Email: [   ]
(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary Email: [   ]
(100 characters maximum)

Verify Secondary Email: [   ]
(100 characters maximum)

[Submit] [Cancel]

Steps to registering with CITI

- **Step 6:**
  In the CITI Course Registration page, enter your information (mandatory fields will have asterisks (*) and need to be filled-in)

Steps to registering with CITI

- **Step 6 cont'd:**

  CITI Registration Course cont'd. When completed, click on the Submit button which will lead you to the Select Curriculum page.

City:	
State:	
Zip/Postal Code:	
Country:	
* Office Phone:	
Home Phone:	

* May we re-contact you to complete a course survey?:

CITI conducts new research surveys every 6-8 months to determine how learners use the course site and whether the Federal educational mandate is producing the intended result. We would like you to help us in the program evaluation.

Enter **YES** if we may contact you sometime in the future to request your participation in a survey study. Enter **NO** if you do not want to participate in a future study.

Steps to registering with CITI

- **Step 7:**

  At the Select Curriculum page, read over all information and scroll down the page and select your answer (s) to the enrollment questions

Steps to registering with CITI

- **Step 8:**
  Answer the questions for your institution and click the Next Question button until you see the Submit button

Steps to access your CITI course

- **Step 1:**
  In the Groups page, click on the Go Back to Learner's Main Menu link

CITI Collaborative Institutional Training Initiative

Announcements and Frequently Asked Questions (FAQ)   Main Menu | Select Language | Logoff

Groups

Institution: University of Miami

You are currently enrolled in the following group(s) for *University of Miami*. To select a new group or groups click on the **red Update Groups link** below, otherwise click on the Go Back to Learner's Main Menu link.

CITI Health Information Privacy and Security (HIPS) CITI Test Gradebook

- **CITI Health Information Privacy and Security (HIPS) for Clinical Investigators** : This course, for **Clinical Investigators** will satisfy the mandate for basic training in the HIPAA. In addition other modules on keeping your computers, passwords and electronic media safe and secure are included. **(Stage 1. HIPS)**

Update Groups
Go Back to Learner's Main Menu

Steps to access your CITI course

- **Step 2:**
  At your Learner's Menu page, under Status, click on the "Not Started-Enter" link

Steps to access your CITI course

- **Step 3:**
  Click on the module selected and begin taking your CITI course.

CITI Collaborative Institutional Training Initiative

Announcements and Frequently Asked Questions (FAQ)   Main Menu | Select Language | Logoff

CITI Health Information Privacy and Security (HIPS) CITI TestGradebo

Take the next required module, *About the "HIPS" HIPAA education series**.

Required Modules	Date	Score
▶ About the "HIPS" HIPAA education series* (ID: 1416)	Incomplete	
Privacy Rules: Introduction to Federal and State Requirements*(ID: 1417)	Incomplete	
Privacy Rules: Clinical Investigators*(ID: 1419)	Incomplete	
Security Rules: Basics of Being Secure, Part 1*(ID: 1423)	Incomplete	
Security Rules: Basics of Being Secure, Part 2*(ID: 1424)	Incomplete	

Elective Modules for *CITI Health Information Privacy and Security (HIPS) for Clinical Investigators* (ID: 9354)	Date	Score
Required: 7 Completed: 0		
Security Rules: Protecting your Computer*	Incomplete	
Security Rules: Picking and Protecting Passwords**	Incomplete	
Security Rules: Protecting your Portables*	Incomplete	
Security Rules: Protecting your identity*	Incomplete	
Security Rules: Safer Email-ing and IM-ing, Part 1*	Incomplete	
Security Rules: Safer Email-ing and IM-ing, Part 2*	Incomplete	
Security Rules: Safer Web Surfing*	Incomplete	
Security Rules: Introduction to Federal and State Requirements*	Incomplete	
Security Rules: Issues for Work/Workers Off-Site*	Incomplete	
Completing the Privacy and Security Course	Incomplete	

Steps to access your CITI completion report

- Once you have completed all the necessary modules for your course, click on the Print link under Completion Reports from your Learner's Menu