



# 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](http://www.citiprogram.org) and click on the New Users Register Here link**



Home About Us Become a Member HIPS Course RCR Course International Course Site Lab Animal Course FAQ Idioma



## Welcome

### CITI Login and Registration Page

**i** The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

**The CITI course is a protected site.** If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

**i** New Users [Register Here](#)

**i** Already Registered? [Login Below](#)

Username


Password

# Steps to registering with CITI

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

**CITI** Course Registration

Home



Complete Registration Steps 1-4 now.

**1. Select your institution or organization**


Choose your institution from the appropriate dropdown menu. **Choose only one institution..** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):



# 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)

**CITI** Course Registration

Home



Please provide the following information requested by *University of Miami*. Required fields are marked with an asterisk (\*).

* Gender:	<input type="text"/>
* C number:	<input type="text"/>
(i.e. C123456789) UM Employee/Student ID	
E-Prost User Name:	<input type="text"/>
* Site:	<input type="text"/>
Please indicate your work site	
<input type="text"/>	
University of Miami Jackson Hospital Miami VA Hospital Other	
* Highest degree:	<input type="text"/>
* Department:	<input type="text"/>
* What is your role in research?:	<input type="text"/>
Address Field 1:	<input type="text"/>
Address Field 2:	<input type="text"/>
Address Field 3:	<input type="text"/>



# 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:	<input type="text"/>
State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
* Office Phone:	<input type="text"/>
Home Phone:	<input type="text"/>
<p>* May we re-contact you to complete a course survey?:</p> <p>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.</p> <p>Enter <b>YES</b> if we may contact you sometime in the future to request your participation in a survey study. Enter <b>NO</b> if you do not want to participate in a future study.</p> <p><input type="text"/></p>	




# 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**

**CITI** Collaborative Institutional Training Initiative

Home

Select Curriculum - University of Miami



**CITI Course Enrollment Procedure**

CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research**. The University of Miami has established several requirements and instructional obligations.

- ▶ Your responses will determine the curriculum for the courses you are going to take.
- ▶ Please read the questions and responses carefully to make the best choice.

**Human Subjects Protection Course:**

- ▶ If you have **NOT** completed a CITI course at this Institution previously, you may be required to complete the BASIC course at this time.
- ▶ If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the **CITI Re-fresher course now**.
- ▶ You may be able to fulfill your Refresher Course obligation with the **CITI Good Clinical Practice Course**. Please consult your Command office.

For more detailed information review the instruction's page of your Institution. This page is available as a link at the top of this page.

**Laboratory Animal Welfare Course**

- ▶ The CITI Basic Course in Laboratory Animal Welfare ("**Working With The IACUC**") is required for all **NEW** investigators and staff having contact with laboratory animals at the University of Miami before they begin their research.
- ▶ in addition to the basic course working with the IACUC, you are required to complete the species specific modules that are consistent with the species you use in your research.
- ▶ A refresher course is required every four (4) years for all investigators and staff having contact with laboratory animals at

# 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**

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**Select Curriculum - University of Miami**

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any the following settings? Choose all that apply.

Choose all that apply

- ☐ **Yes**, I conduct research with **live human beings, human tissue samples or with archival patient data** derived from human beings.
- ☐ **Yes**, I conduct research or teaching activities that utilizes **live animal subjects** or tissues derived from live animal subjects
- ☐ **Yes**, I conduct research at the University of Miami and I want to complete or I am required to complete a course in the **Responsible Conduct of Research (RCR)**. This course features foundation textual materials, case studies and video scenarios. The course explores issues such as:
  - ▶ Research Misconduct
  - ▶ Data acquisition and management
  - ▶ Responsible authorship
  - ▶ Peer Review
  - ▶ Mentoring
  - ▶ Conflicts of interest and commitment
  - ▶ Collaborative research
- ☐ **Yes**, I conduct research that involves access to Private Health Information (PHI) and you are required to complete the Health Information Privacy and Security (HIPS) Course.

**Next Question** **Cancel**

# Steps to access your CITI course

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

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**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


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### Learner's Menu



- This is the email address we have for you: djoseph2@med.miami.edu. If this is not correct, please [edit or change your address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).


[Affiliate with another institution](#)  | [Change username or password](#) | [CME/CEU credits](#)

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**University of Miami** (ID: 412)  [View University of Miami instructions page](#)

Your responses to the **University of Miami** enrollment question(s) have established the courses shown immediately below for you to complete. If this is *incorrect* use the "[Add a course or update your learner group](#)" link below to return to the enrollment questions.

 <b>My Courses</b>	<b>Status</b>	<b>Completion Reports</b>	 <b>Voluntary Satisfaction Survey</b>
<a href="#">CITI Health Information Privacy and Security (HIPS) CITI Test</a>	Not Started - <a href="#">Enter</a>	Not Earned	Not Available

 [Add a course or update your learner groups for University of Miami](#)

#### University of Miami Learner Utilities

-  [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
-  [Update my profile information for University of Miami](#)
-  [Previous Coursework Completed](#)
-  [CME/CEU credits for human subjects protection coursework](#)
-  [Remove my affiliation from University of Miami](#)

# Steps to access your CITI course

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

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**CITI Health Information Privacy and Security (HIPS) CITI TestGradebook**

Take the next required module, [About the "HIPS" HIPAA education series\\*](#).

Required Modules	Date	Score
▶ <a href="#">About the "HIPS" HIPAA education series*</a> (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)

**Required: 7** **Completed: 0**

	Date	Score
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

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### Learner's Menu

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[Affiliate with another institution](#) [Change username or password](#) [CME/CEU credits](#)

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<a href="#">My Courses</a>	Status	Completion Reports	<a href="#">Voluntary Satisfaction Survey</a>
<i>Course in the Protection of Human Research Subjects</i>	Passed - 09/29/06	<a href="#">Print</a>	<a href="#">Please Complete Now</a>

[Add a course or update your learner groups for University of Miami](#)

#### University of Miami Learner Utilities

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- [Update my profile information for University of Miami](#)
- [Previous Coursework Completed](#)
- [CME/CEU credits for human subjects protection coursework](#)
- [Remove my affiliation from University of Miami](#)