CITI Training: Step by Step Enrollment

- 1. Log onto the CITI Program site (<u>https://about.citiprogram.org</u>)
 - a. In the upper righthand corner of the website you will see options to Login or Register.
 - b. If you have a log in from RWU, or another university, please use that one and Login

		Support FAQ Contact Us
Q	Register	Log In
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c. If you are a new user, please click register.

		Support FAQ Contact Us
Q	Register	Log In
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- 2. For new users,
 - a. you will be asked to select your organization. Please select Roger Williams University:

CITI - Learner Registration
Steps: 1 2 3 4 5 6 7
Select Your Organization Affiliation
This option is for persons affiliated with a CITI Program subscriber organization.
To find your organization, enter its name in the box below, then pick from the list of choices provided. 😣
Roger Williams University
Roger Williams University only allows the use of a CTTI Program username/password for access. You will create this username and password in step 2 of registration.
I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
I affirm that I am an affiliate of Roger Williams University.
Create a CITI Program account

b. The next step, asks you to enter your name and contact information:

* First Name	* Last Name
* Email Address	* Verify email address
We urge you to provide a second	mail address, if you have one, in case messages are blocked or you lose the ab
We urge you to provide a second access the first one. If you forget address.	imail address, if you have one, in case messages are blocked or you lose the ab our username or password, you can recover that information using either email
We urge you to provide a second access the first one. If you forget address. Secondary email address	mail address, if you have one, in case messages are blocked or you lose the ab our username or password, you can recover that information using either email Verify secondary email address
We urge you to provide a second access the first one, if you forget address. Secondary email address	mail address, if you have one, in case messages are blocked or you lose the ab our username or password, you can recover that information using either enal Verify secondary email address

c. Then you will be asked to create a username and password, in addition to some security questions:

Create your Username an	Password
* indicates a required field.	
Your username should cons "a12b34cd". Once created, y	of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same ur username will be part of the completion report.
• User Name	
Your password should consi "a12b34cd".	of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same a
* Password	* Verify Password
Please choose a security qui information, you will have	tion and provide an answer that you will remember. NOTE: If you forget your login provide this answer to the security question in order to access your account.
* Security Question	

d. Step 4, asks you about where you are located and if you'd like to receive any additional information (the answer to this question is up to you):

Steps: 1 2 3	5 6 7
* indicates a require	3 field.
Country of Res	dence
Search for count abbreviation (e.;	y: Enter full or partial name (e.g., "United States") OR your country's two or three character , "US", "USA"), then pick from the list of choices provided.
May we contac	t you to provide information about other courses and services after you complete your CIT work? @
Yes	

e. Step 5, asks about CEUs. Unless you are a professional who needs CEUs (or collect CEUs for another reason), the answer to this question is usually no (you can always change your preference). If you answer no, you will still receive the CITI certificate (once the course is complete):

CITI - Learner Registration - Roger W	illiams University
Steps: 1 2 3 4 5 6 7	
indicates a required field.	
* Are you interested in the option of Program courses?	receiving Continuing Education Unit (CEU) credit for completed CITI
CITI is pleased to offer CE credits and un their institutions training requirements.	its for purchase to learners qualifying for CE eligibility while concurrently meeting
CE credits/units for physicians, psycholog Category 1 credits for re-certification are module listings. Please register your int applicable, types of credits you wish to e vec	jists, nurses, social workers and other professions allowed to use AMA PRA available for many CITI courses – with that availability indicated on course and erest for CE credits below by checking the "TES" or "No das, and, when am at bottom of page, Please read texts entered for each option carefully.
At the start of your course, you will be grade book and to VIEW and ACKNOWL faculty disclosures, types, number and	prompted to click on a "CE Information" page link located at the top of your EBGE accreditation and credit designation statements, learning objectives, costs of credits available for your course.
े Yes	
No The CE functionality will not be activate purchase after you start your course. Y on the "CE Credit Status" tab located at	d for your course. Credits and units will therefore not be available to you for ou can change your preference to 'YES' before such time however by clicking the top of your grade book page.

f. In step 6, you are asked several important questions. First you are asked to provide your institutional email. Please use RWU email for this:



Next you will be asked your department and role. If you are a student, please enter the department of your faculty research mentor.

You will also be asked which course you plan to take. Assuming that this is the 1st time you are taking the course (or your previous coursework has expired), you

will select: Basic Human Subjects- Social and Behavioral Focus.



g. The next section allows you to enroll in a course:

Question 1: asks about if you plan to conduct human subject's research Question 2: asks about if you have taken the CITI training before Question 3: Is related to public health research. This is not required for HSRB but may be required for a public health course. Your instructor will let you know if you need to check yes to this question.

Question 4: Is related to IACUC. This is lab sciences research that uses animals. Question 5: You will skip unless you do research with animals and need this training

Question 6: Is related to the Responsible Conduct of Research. If you would like additional information about the research process, this is a good course to take. Question 7: Is related to conducting research during COVID-19 and you are welcome to take this, if you'd like the information, but it is not required.

h. The next step asks you to finalize your registration:

CITI - Learner Registration
Welcome to the CITI Program. Your registration with Roger Williams University is complete.
Finalize Registration

i. This will take you to the page where you can see your affiliations and you can click on your coursework. If you change institutions, you can add and remove affiliations on this page as well.

	Institu	tional Cours	es
Institutional Co	ourses are available to	learners who have a	n affiliation with one or
more subscribing institutions. If an institution with which you are affiliated is not			
isted, you may want to add an affiliation. If you are no longer associated with a listed			
institution, you	may want to <u>remove</u>	an affiliation.	

j. Once you click on view courses you should see the Basic Course:

Courses Ready to Begin	<u>Learner Tool</u>
Roger Williams University	
Social & Behavioral Research	
Stage 1 - Basic Course	
0 / 16 modules completed	Charle Marrie
	Start Now
Completed Courses	Learner To

You have not recently completed any courses for this Institution. Full records of past completions are available in <u>Records</u>.

You are able to complete modules and save them to come back and finish later. When you return, you will come back to this page and be able to resume the training.

On this page you will also be able see completed courses and print certificates.

- 3. For returning users, once you log into the site, you will be taken to the affiliations home page:
 - a. On this page, you can add and remove affiliations as needed.
 - b. For Roger Williams University related trainings, please click view courses: Institutional Courses

Institutional Courses are available to lo	arners who have an affiliation with one or
more subscribing institutions. If an ins	titution with which you are affiliated is not
listed, you may want to add an affiliat	on. If you are no longer associated with a liste
institution, you may want to <u>remove a</u>	n affiliation.
Lifespan Corporation	View Courses
Roger Williams University	View Courses

c. When you look at your courses, if you do not see the course that you would like to add, please select the "add a course" tab at the bottom of this page:

Learner Tools for Roger Williams University	
• Add a Course	
<u>Remove a Course</u>	
<u>View Previously Completed Coursework</u>	
<u>Update Institution Profile</u>	
<u>View Instructions Page</u>	
<u>Remove Affiliation</u>	

d. This will take you to the course enrollment questionnaire.

CITI provides courses in Human Subjects Protection, Good Clinical
Practice Health Information and Privacy Lab Animal Welfare and
The Responsible Conduct of Research. Your organization likely has
several requirements and perhaps some options to meet your
instructional obligations.
 You will be provided a series of enrollment questions below.
 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.

e. You will need to scroll down to see the questionnaire. Your answers to these questions will help determine which courses you are assigned. Please see 2g above for details.

CITI Course Enrollment Questions			
View instructions page.			
	Question 1		
Do you	conduct studies with human subjects?		
lf you c	io conduct studies with human subjects, please choose a course that is		
approp	riate to your research role and activities. You will be enrolled in the Basic		
Course	. If you do not conduct studies with human subjects, please go to question 3.		
YE	S, My focus is Social or Behavioral research. I may have direct contact with biects and /or their personal information.		

f. Please pay close attention to Question 2. If, you have completed the CITI course be sure indicate this in Question 2:

Have	e you completed an approved CITI Basic Course in the Protection of Human
Rese	arch Subjects in the past?
lf ye	s, please them make your selection below. You will be enrolled in the Refresher
Cou	rse. If you choose any of the paths below in error then you must uncheck the
resp	onses below and go back to question one and make your selection.
~	Yes, I did complete the Basic course previously . I conduct Social and Behavioral Research.
	Yes, I did complete the Basic course previously. I am a HSRB Member.
	I have NOT previously completed an approved CITI Basic Course. If this is your first time using the CITI Program, you must complete the Basic Course first. Go to question 1.
he	course(s) will then be added to you course I

Roger Williams University Social & Behavioral Research Stage 2 - Refresher Course

g.

Please feel free to contact HSRB (<u>hsrb@rwu.edu</u>) or Dr. Selby Conrad (<u>sconrad@rwu.edu</u>) for any additional questions that you may have.