

# How to register as a new user with CITI Program

## • Step 1:

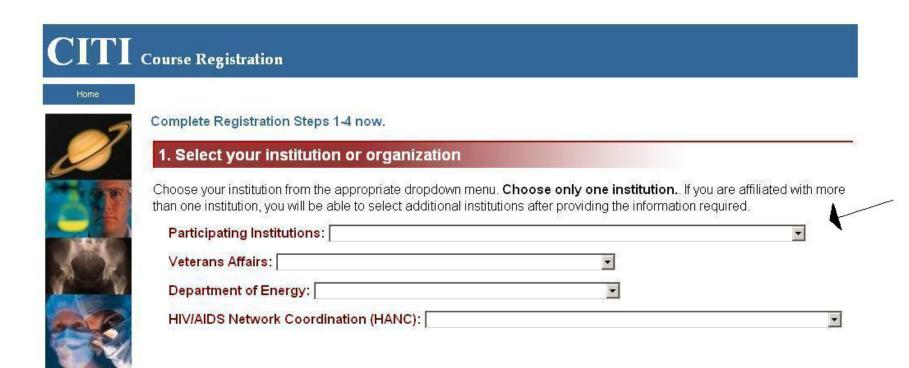
Log on to CITI homepage: www.citiprogram.org and click on the New Users Register Here link



## • Step 2:

From the CITI Course Registration page:

Select you institution or organization- Select the Participation Institutions drop-down field and select your institution



 Step 3: Select a Username and Password



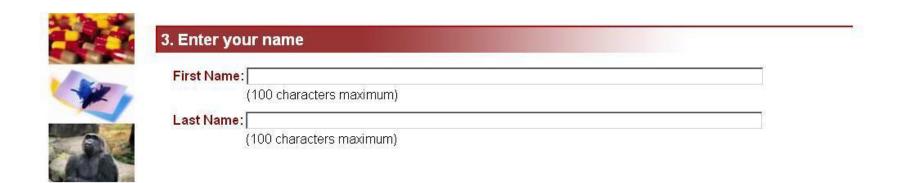
### 2. Select your Username and Password

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

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: |  |

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



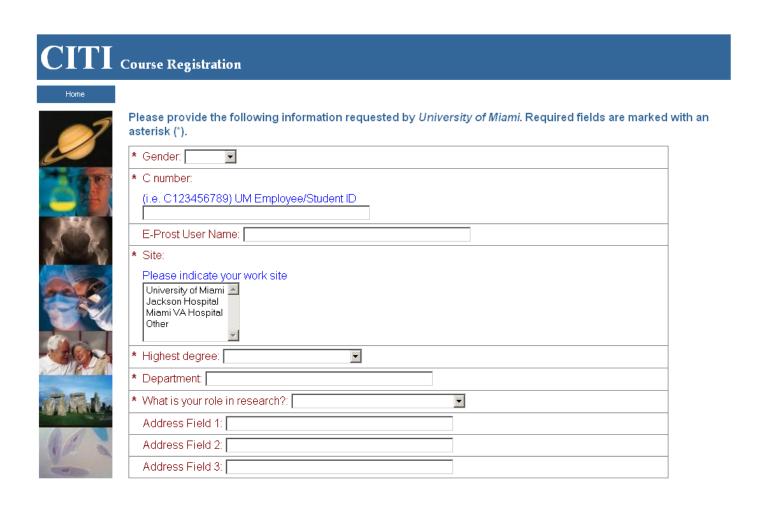
• Step 5: Enter your email address, secondary email is optional; click the submit button



| Enter your prefer  | ed email address.   |
|--------------------|---|
| Preferred Em       | ail:  |
|                    | (100 characters maximum)  |
| Verify Prefer      | ed Email: (100 characters maximum)  |
|                    |   |
|                    | nd email address that can be used in case your preferred email address changes, enter it below. If you<br>ame or password, it will be mailed both to your preferred email address and your secondary email addres |
|                    | me or password, it will be mailed both to your preferred email address and your secondary email address   |
| forget your userna | me or password, it will be mailed both to your preferred email address and your secondary email addres  |
| forget your userna | me or password, it will be mailed both to your preferred email address and your secondary email address  mail:  (100 characters maximum)  |

## • Step 6:

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



• Step 6 cont'd:

Submit

Cancel

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.   |

### • 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



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



### • Step 8:

Answer the questions for your institution and click the Next Question button until you see the Submit button



Announcements and Frequently Asked Questions (FAQ)

Main Menu | Select Language | Logoff

#### **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 utillizes 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.

# Steps to access your CITI course

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



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

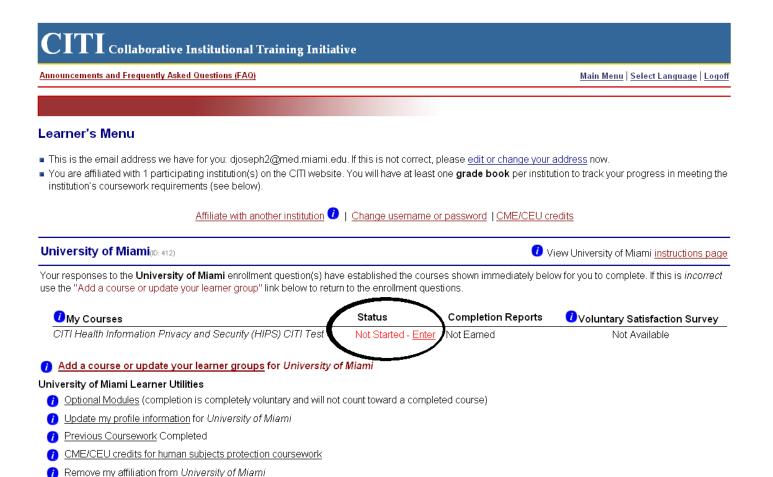
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators: This course, for Clinical Investigators will satisfy the mandate for basic training in the HIPAA. In addition other modules on keeping your computers, passwords and electronic media safe and secure are included. (Stage 1.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



# 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   | 2000000                              |       |
|--|--------------------------------------|-------|
| 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                           |       |