

# How to Register for the CITI Basic or Refresher Course

# CITI Homepage

**CITI** Course in The Protection of Human Research Subjects

Forgot username or password

Change username or password

The CITI RCR Course

See how your institution can become a CITI participant

**Welcome**

**CITI Login and Registration Page**

**The CITI Program for the Protection of Human Research Subjects is a subscription service to research organizations.** All users of this program must be affiliated with a 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.

Already Registered? [Log in Here](#)

New Users [Register Here](#)

**The CITI Program offers Public Access Courses** to individuals and research organizations. Take the public access course in:

[Click Here](#)

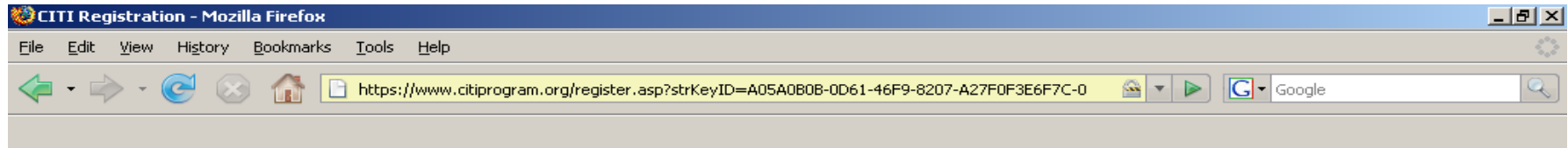
- ▶ Public Access [Responsible Conduct of Research \(RCR\)](#) (includes access to the course, "Essentials for IACUC Members")
- ▶ Laboratory Animal Welfare (under construction, a complete series of courses is coming in May 2007)
- ▶ Public Access [Health Information Privacy and Security Course](#)
- ▶ Public Access [CITI International Course](#) Site

**Notice:** The CITI Program often experiences very heavy usage.

Done www.citiprogram.org

Start | Novell-delivered Applicati... | Novell GroupWise - Mailbox | Microsoft PowerPoint - [P... | CITI Home Page - Moz... | 8:50 AM

# CITI Registration



## CITI Course in The Protection of Human Research Subjects

The CITI Course is a protected site. As a **NEW** learner you must register to create your own username and password to gain access to the site.

Register for the CITI course in:

[The Protection of Human Research Subjects](#)

[Return to home page](#)

[Announcements and FAQ](#)

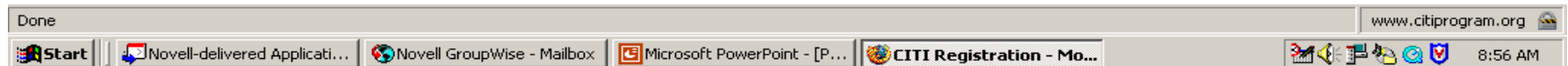
[\*\*Click Here\*\*](#)

**Notice:** The CITI Course site is best viewed with Microsoft Internet Explorer ver. 5.0 or later or Firefox ver. 1.5 or later.

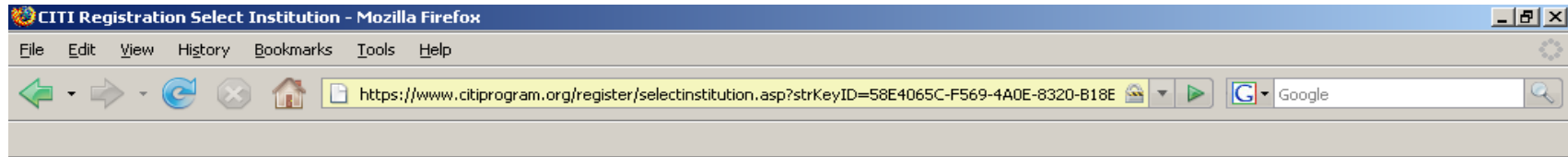
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# Selecting Your Institution



## CITI Course in The Protection of Human Research Subjects

### Select your institution or organization

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

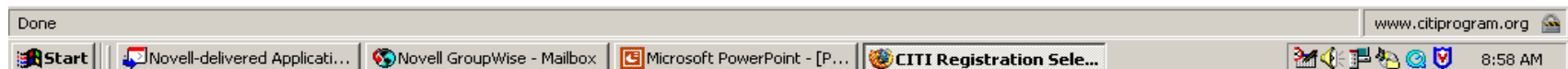
**Participating Institutions:**

**Veterans Affairs:**

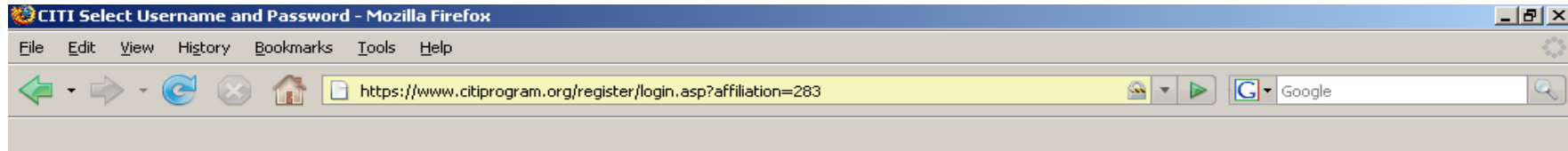
**Department of Energy:**

Choose “SUNY – Upstate Medical University”

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# Choose Your User Name / Password



## CITI Course in The Protection of Human Research Subjects

### 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:

Enter user name here

Your password should consist of 8 to 12 characters. Letters 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:

Enter password here

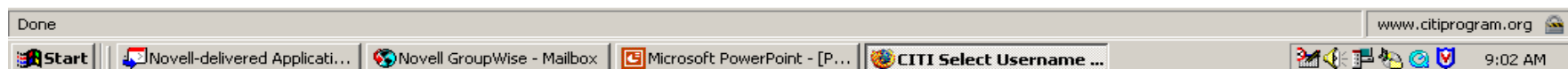
Verify Password:

Submit

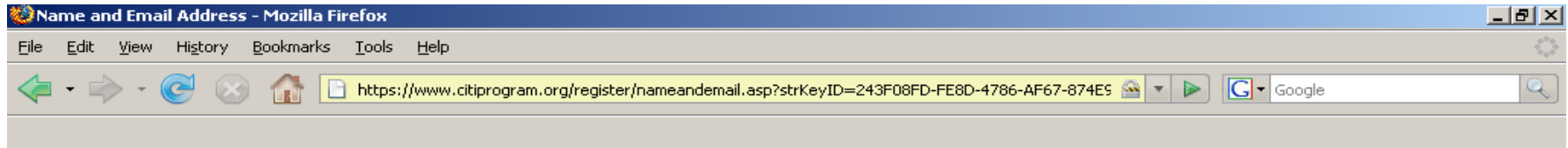
Cancel

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**\* Choose your own user name and password. This is NOT asking for your Groupwise login.\***



# Name and Address



## CITI Course in The Protection of Human Research Subjects

### Name and Email Address

Enter your first name, last name, and preferred email address in the fields below.

**First Name:**

**Last Name:**

**E-mail:**

**Note:** Your username and password can be sent to you at this address if you forget them. Your email address may also be used by your institutional administrator and the CITI site administrator to provide information about the CITI program.

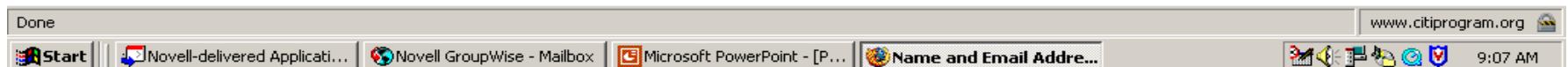
**Confirm E-mail:**

**Submit**

**Cancel**

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**\* Enter your information.\***



# User Information

**CITI Member Information - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://www.citiprogram.org/register/memberinformation.asp?strKeyID=7DDCFA76-0165-4A1B-A64C- Google

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## CITI Course in The Protection of Human Research Subjects

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### Member Information

Please provide the following information requested by **SUNY - Upstate Medical University**. Required fields are marked with an asterisk.

* Gender:	<input type="text"/>
* Highest degree:	<input type="text"/>
* Employee Number:	<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"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
* Office Phone:	<input type="text"/>

**\* Complete the information as best you can. Items with an asterisk are required. Click 'Submit' at the bottom of the page when you have finished entering your information. \***

Done [www.citiprogram.org](http://www.citiprogram.org)

Start Novell-delivered Applicati... Novell GroupWise - Mailbox Microsoft PowerPoint - [P... CITI Member Informa... 9:09 AM

# Selecting Your Group (and Basic or Refresher course)

**Select Groups - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://www.citiprogram.org/register/selectgroups.asp?strKeyID=0EC8C851-2B12-4B96-A8D3-3B3AE4

**CITI** Course in The Protection of Human Research Subjects

**Select Groups - SUNY - Upstate Medical University**

**Question 1** Select the group appropriate to your research activities.  
Choose one answer

- Group 1: Biomedical Investigators and Key Personnel - Including Drug & Device Research
- Group 2: Biomedical Investigators and Key Personnel - NO FDA regulated Research
- Group 3: Data or Specimen Research Only - No Contact with Subjects

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**Question 2** Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.  
Choose one answer

- Group 1: Biomedical Investigators and Key Personnel - Including Drug & Device Research
- Group 2: Biomedical Investigators and Key Personnel - NO FDA regulated Research
- Group 3: Data or Specimen Research Only - No Contact with Subjects
- I have not previously completed an approved Basic Course.

**Choose one of these bullets if you need to complete the refresher course**

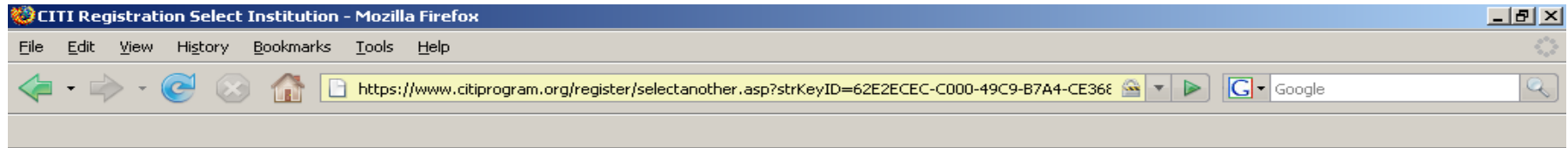
**Choose this bullet if you need to complete the Basic course.**

Continue Cancel

Done www.citiprogram.org

Start Novell-delivered Applicati... Novell GroupWise - Mailbox Microsoft PowerPoint - [P... Select Groups - Mozill... 9:17 AM

# VA Employee?



## CITI Course in The Protection of Human Research Subjects

### Select your institution or organization

You have registered with the following institution(s):

- ▶ SUNY - Upstate Medical University

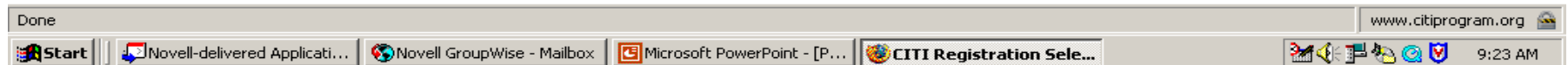
Are you affiliated with another institution or organization? **If you are a VA staff member make sure you affiliate yourself with your VA station as well as your associated university. (If your associated university participates in CITI)**

Yes

No

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**Choose 'Yes' if you are an employee of the VA, all others choose 'No'**



# Starting the Course

The screenshot shows a Mozilla Firefox browser window displaying the CITI Main Menu. The address bar shows the URL: <https://www.citiprogram.org/members/mainmenu.asp?strKeyID=909A192D-52C5-4C00-95EF-C515691>. The page title is "CITI Main Menu - Mozilla Firefox". The main content area features a blue header with the text "CITI Course in The Protection of Human Research Subjects". Below the header, there are links for "Announcements and Frequently Asked Questions (FAQ)" and "Main Menu | Logoff". A red horizontal bar separates the header from the main content. The main content area is titled "Learner's Menu" and contains a list of instructions:

- This is the email address we have for you: test@test.net. 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).

Below the list, there are three links: [Affiliate with another institution](#) | [Change username or password](#) | [CME/CEU credits](#). A blue horizontal bar separates this section from the next. The next section is titled "SUNY - Upstate Medical University (ID: 283)" and includes a link for [View/Update your Learner Group](#). Below this, it states "SUNY - Upstate Medical University REQUIRES that you complete the coursework listed below." and provides a link for "Human Research Curriculum: Click on this [Grade book link](#) to enter the course." To the right of this text, there is a large blue button that says "Click here to begin the course". Below the button, there is a list of "SUNY - Upstate Medical University Learner Utilities":

- [Review SUNY - Upstate Medical University instructions page](#)
- [Update profile information for SUNY - Upstate Medical University](#)
- [View completed modules](#)
- [View course completion history for SUNY - Upstate Medical University and print completion certificates](#)

The browser's status bar at the bottom shows "Done" and "www.citiprogram.org". The taskbar at the bottom of the screen shows several open applications: Start, Novell-delivered Applicati..., Novell GroupWise - Mailbox, Microsoft PowerPoint - [P..., and CITI Main Menu - Mozi... The system clock shows 9:25 AM on 5/8/2009.

# Taking the Course

**CITI** Course in The Protection of Human Research Subjects

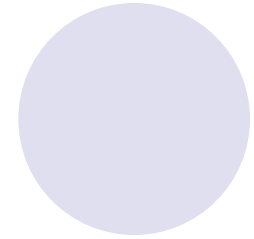
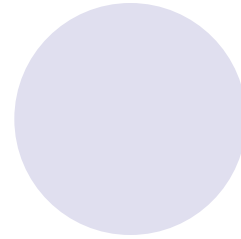
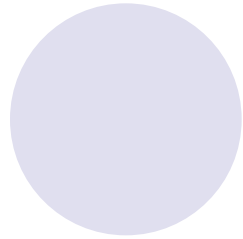
[Announcements and Frequently Asked Questions \(FAQ\)](#) [Main Menu](#) | [Logoff](#)

## Human Research Grade Book

Take the next required module, *History and Ethical Principles*.

Required Modules	Date	Score
<a href="#">Introduction</a> (ID: 757)	Completed 04/19/07	100
▶ <a href="#">History and Ethical Principles</a> (ID: 498)	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	
Informed Consent (ID: 3)	Incomplete	
Social and Behavioral Research for Biomedical Researchers (ID: 4)	Incomplete	
Records-Based Research (ID: 5)	Incomplete	
Genetic Research in Human Populations (ID: 6)	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview (ID: 7)	Incomplete	
Vulnerable Subjects - Research with Prisoners (ID: 8)	Incomplete	
Vulnerable Subjects - Research Involving Minors (ID: 9)	Incomplete	
Vulnerable Subjects - Research Involving Pregnant Women and Fetuses in Utero (ID: 10)	Incomplete	
Group Harms: Research With Culturally or Medically Vulnerable Groups (ID: 11)	Incomplete	
FDA-Regulated Research (ID: 12)	Incomplete	
SUNY Upstate Medical University (ID: 592)	Incomplete	

**Click on the red and underlined module titles to begin that module, completed courses will appear as green and have a completion date.**



## Questions?

Please feel free to contact the IRB office at 464-4317 if you have any questions or difficulty completing the course

Please note that the Basic course, and the Refresher course, expire after three years.