



**CAL STATE LA**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# CITI REGISTRATION

*Step-by-step tutorial*



**CAL STATE LA**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES



# About CITI

The Collaborative Institutional Training Initiative (CITI Program) at the University of Miami is a leading provider of research education content. Their web-based training materials serve millions of learners at academic institutions, government agencies, and commercial organizations in the U.S. and around the world. CITI Program was established in 2000 to provide training content in areas such as: Animal Care and Use (ACU), Biosafety and Biosecurity (BSS), Export Control (EC), Good Clinical Practice (GCP), Human Subjects Research (HSR), Information Privacy and Security (IPS), and Responsible Conduct of Research (RCR) including the Conflicts of Interest (COI) course.

This presentation is intended to provide helpful information which will allow you to register for CITI training with ease as a member of the Cal State LA research communities and ethics communities.

Upon completion, a transcript is sent to you. You may need this transcript later for classes, research, grant applications, etc., so please make sure to save it.

# CITI Registration

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with 'USA - English', 'Text Size: A A', and 'Log In | Register | Help'. The main header features the 'CITI PROGRAM' logo and 'Collaborative Institutional Training Initiative' with a search bar for the 'Knowledge Base'. A secondary navigation bar includes links for 'Home', 'About Us', 'Subscribing', 'Online Courses', 'CMEs/CEUs', 'News', and 'Contact Us'. The main content area is split into two columns. The left column features a large banner for 'ESSENTIALS OF RESEARCH ADMINISTRATION' with a 'New Course!' badge and a red arrow pointing upwards. Below the banner, it states 'Over 9 million CITI Program courses have been completed since 2000'. The right column contains a login form with fields for 'Username' and 'Password', a 'Log In' button, and a link for 'Forgot Username or Password?'. Below the login form is a section for 'Log in through my institution' with a 'Log in via SSO' button. At the bottom of the right column is a 'Create an account' section with a 'Register' button and a note: 'Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.' At the bottom of the page, there are three promotional tiles: 'COURSES' with an image of hands typing on a laptop, 'CMEs/CEUs' with 'Learn' and 'Earn' keyboard keys, and 'SINGLE SIGN-ON' with an image of people connected by lines.

After you have been registered, log in here

If it is your first time on the website, click here to register



### CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

### Select Your Organization Affiliation

Search for organization: Enter full or partial name 

California State University Los Angeles

[Can't find your institution? It may use Single Sign On. Check here.](#)

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

[Continue to Step 2](#)

[Search Again](#)

### Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

I have confirmed that my organization is not a subscriber to CITI Program for the course/series that I am purchasing as an Independent Learner. NOTE: We are unable to issue refunds for a purchased course/series if you find out that you have access to it via your organization and have started the course/series.

Agree to the terms and *Continue to Step 2*

Type in *California State University Los Angeles* here



CITI - Learner Registration - California State University Los Angeles

Steps: 1 **2** 3 4 5 6 7

Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

[Continue to Step 3](#)

Then  
*Continue to  
Step 3*

Fill out the  
necessary  
information here.  
Make sure to use  
your **CAL State LA  
email**

### CITI - Learner Registration - California State University Los Angeles

Steps: 1 2 **3** 4 5 6 7

#### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once your username is created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password

\* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* Security Question

\* Security Answer

[Continue to Step 4](#)

Create a User Name and Password.

Then  
Continue to  
Step 4

Select and  
Answer a  
Security Question



CITI - Learner Registration - California State University Los Angeles

Steps: 1 2 3 **4** 5 6 7

\* indicates a required field.

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

Continue to Step 5

Then  
Continue to  
Step 5

Enter United States



CITI - Learner Registration - California State University Los Angeles

Steps: 1 2 3 4 **5** 6 7

\* indicates a required field.

**\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book page. This page will provide you with a detailed overview of CE functionality, including a list of available CE credits and units, their associated costs, and the process for purchasing and activating CE credits. You will also be able to view and acknowledge accreditation and credit designation statements, learning objectives, faculty disclosures, and other relevant information. You will also be able to view and acknowledge accreditation and credit designation statements, learning objectives, faculty disclosures, and other relevant information.

Yes

No

The CE functionality will not be activated for your course. CE credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

No

**If you picked "YES", please check below the one type of credit you would like to earn**

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

**\* Can CITI Program contact you at a later date regarding participation in research surveys?**

- Yes
- No
- Not sure. Ask me later

Continue to Step 6

Select 'No' for this section

Then Continue to Step 6

Select your preference in whether you would like to participate in future surveys

Fill out information

**CITI PROGRAM** Collaborative Institutional Training Initiative Search Knowledge Base

Home About Us Subscribing Online Courses CMEs/CEUs News Contact Us

CITI - Learner Registration - California State University Los Angeles

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by California State University Los Angeles

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

Department

\* Role in human subjects research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

\* Which course do you plan to take?

Home Phone

[Continue to Step 7](#)

Use your CIN Number if you do not have an Employee Number

Select your role in research (Principal Investigator, IACUC Chair, etc.)

If you do not have an Office Phone, use the number easiest to reach you

Select course most like your research (Basic Human subjects - Biomedical & Social & Behavioral Focus, Laboratory Animal Welfare, etc.)

Then Continue to Step 7

Next answer questions  
1 through 4

### Question 1

#### Animal Care and Use

Do you conduct or supervise studies that use laboratory animals?

- If YES, then you must complete the Basic course and the appropriate species-specific modules.
- If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

- The "Working with the IACUC Course" is required for researchers, animal technicians, IACUC members and staff, and students working with animals.
- If you are an IACUC member or IACUC staff, you are required to complete the "Essentials for IACUC Members" course now.
- IACUC Community Member
- Institutional Official - Animal Care and Use Course

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

- If you are involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats you are required to complete the "Reducing Pain and Distress in Rodents" Course.
- I work with mice.
- I work with rats.
- I work with rabbits.
- I work with zebrafish (danio rerio)
- Wildlife Research
- Post-Approval Monitoring (PAM)

### Question 2

#### Responsible Conduct of Research

Please make your selection below to receive the course in the Responsible Conduct of Research.

Choose one answer

- Responsible Conduct of Research (RCR)
- Not at this time.

Question 1 deals with Animal Care and Use, please answer accordingly. If your research does not apply do not select any of these

Question 2 must be done if you are conducting any type of research at Cal State LA

### Question 3

#### Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.**

### Question 4

#### Institutional/Signatory Officials & IRB Chair

Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.

Choose all that apply

- Institutional/Signatory Officials
- IRB Chair

[Complete Registration](#)

Question 3 deals with Human Subjects Research, please answer accordingly. If your research does not apply do not select any of these

Question 4 must be answered if you are an Institutional/Signatory Official or IRB Chair. If this does not apply do not answer

Then  
*Complete  
Registration*

# CITI Training

**CITI PROGRAM** | Collaborative Institutional Training Initiative

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

✔ Your registration has been completed successfully.

California State University Los Angeles Courses

Course	Status	Completion Report	Survey
Responsible Conduct of Research (RCR)	Not Started	Not Earned	
Social & Behavioral Research	Not Started	Not Earned	
Working with the IACUC	Not Started	Not Earned	

My Learner Tools for California State University Los Angeles

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

Click here to affiliate with another institution

Affiliate as an Independent Learner

Once completed, documentation of your training will be here under 'My Reports'

If working with another University go here in order to inform their IRB or IACUC of your CITI Training

If your role in research changed since your registration click here to enroll into different training. This will bring you back to the 4 Questions you answered earlier in which you must answer again

This is what each Course will look like

- There are modules that need to be done.
- There are scores (remember that you can keep retaking quizzes until you get a passing score on them)
- The Integrity Assurance Statement needs to be done when doing new groups (see next slide for details).
- Training is valid for three years for IRB(Institutional Review Board) and three years for IACUC (Institutional Animal Care and Use Committee).
- New modules are added to the groups of courses either by CITI or the Cal State LA IRB and IACUC.

The screenshot shows the CITI PROGRAM website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. A search bar is located in the top right corner. Below the navigation bar, there are links for 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', and 'Support'. The main content area displays the course title 'Social & Behavioral Research - Basic Course'. It includes a list of requirements to pass the course, a current score of 0%, and a message indicating that there are unfinished required or elective modules remaining. A button prompts the user to 'Complete The Integrity Assurance Statement before beginning the course'. Below this, a table lists the required modules, their completion status, and scores.

**CITI PROGRAM** | Collaborative Institutional Training Initiative

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > Course Social & Behavioral Research

### Social & Behavioral Research - Basic Course

To pass this course you must:

- Complete all 8 required modules
- Complete 1 of 7 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score  
**0%**

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Required Modules	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)

# Integrity Assurance Statement

## Social & Behavioral Research - Basic Course

To pass this course you must:

- Complete all 8 required modules
- Complete 1 of 7 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Your Current Score

0%

Click here to complete the Integrity Assurance Statement. This *must* be done before beginning your course, when you come back for renewal, or to take other modules.



### Assurance Statement

CITI Program [Terms of Service](#) include the following provisions. Please read them carefully.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Check the box to accept, then click the Submit button:

I AGREE to the above and the other [Terms of Service](#) for accessing CITI Program materials.

Submit

This is what you will actually see when you click on 'Complete the Integrity Assurance Statement'

AGREE and click Submit



**Social & Behavioral Research - Basic Course**

To pass this course you must:

- Complete all 8 required modules
- Complete 1 of 7 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score

**0%**

You have unfinished required or elective modules remaining

**Required Modules**

	Date Completed	Score
<a href="#">Belmont Report and CITI Course Introduction (ID: 1127)</a>	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Assessing Risk - SBE (ID: 503)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Privacy and Confidentiality - SBE (ID: 505)	Incomplete	0/0 (0%)
Unanticipated Problems and Reporting Requirements in Social and Behavioral Research (ID: 14928)	Incomplete	0/0 (0%)

After submitting the 'Integrity Assurance Statement', you have access to complete your course modules

# After Completing Your Training

The CITI Program does not offer certificates. Upon course completion you are issued a completion report, which will be e-mailed to your institution and is available to print directly from your account.

The completion report serves as the official document issued by the CITI Program upon completion of a course.

To print or save your Completion Reports, you may do the following:

From your Main Menu, in your Course list, click the "Print Report" link under Completion Report

From your My Reports page, click the "View" link under Completion Report

The screenshot shows the CITI Program Main Menu. The header includes the CITI PROGRAM logo, the text 'Collaborative Institutional Training Initiative at the University of Miami', and a search bar. The navigation menu includes 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. The 'Main Menu' is expanded to show 'DEMO Courses' and 'Test Institution. Courses'. A table lists courses with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. The 'Aseptic surgery' course is highlighted, and the 'Print Report' link is circled in red. Below the table, there are 'My Learner Tools for Test Institution.' and a link to 'Click here to affiliate with another institution'.

Course	Status	Completion Report	Survey
Antibody Production in Animals	Not Passed	Not Earned	
Aseptic surgery	Passed 03/24/2014	<a href="#">Print Report</a>	Take Survey

The screenshot shows the CITI Program My Reports page. The header includes the CITI PROGRAM logo, the text 'Collaborative Institutional Training Initiative at the University of Miami', and a search bar. The navigation menu includes 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. The 'My Reports' link is circled in red. The page shows 'Previously Completed Coursework' with a table for 'Aseptic Surgery' and 'Antibody Production in Animals'. The 'Aseptic Surgery' table has columns for 'Stage', 'Completion Report #', 'Passing Score', 'Your Score', 'Start Date', 'Completion Date', 'Expiration Date', 'Completed Modules', and 'Completion Report'. The 'View' link is circled in red. The 'Antibody Production in Animals' table has the same columns.

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Lab Animal Research	12661767	80%	100%	03/24/2014	03/24/2014	03/23/2018	View	<a href="#">View</a>

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Lab Animal Research	12661768	50%	23%	03/24/2014	03/24/2014	N/A	View	N/A

# Expiration of CITI Training

After your training has expired (3 years for IACUC, 3 years for IRB) you will receive an email from CITI program stating that you need to renew your training. You will receive an email notice from CITI 180 days, then 90 days, then 30 days prior to the expiration date for your course. To renew your training, simply log back in using the same CITI Program username and password you had created initially.

Then simply complete your courses as if you first registered, if any questions arise consult the beginning of this presentation.

Sample email you would receive from CITI warning you of expiration

## Sample Expired Coursework Reminder Email

Last Updated: May 23, 2016 11:48AM EDT

CITI Learner,

This is an automatically generated email reminder from the Collaborative Institutional Training Initiative website. (Please do not reply to this email.)

Your current CITI Program training expired on 01/21/13. Now, your organization has additional course requirements for you to complete. To re-enter the website ([www.citiprogram.org](http://www.citiprogram.org)), you will need your username (Username) and password (click here <https://www.citiprogram.org/forgotlogin.asp>) to receive your account password by email).

1. Name on Completion Report: CITI Learner
2. Affiliated Institution: CITI Program
3. Grade Book and Group Curriculum: Human Research CITI
4. Expiration date: 01/18/13
5. Completion Report Number: 12345678911

For more information regarding this email reminder, click here (<http://citiprogram.assistly.com/customer/portal/articles/335711-i-received-an-email-to-take-a-refresher-course-but-i-m-not-sure-what-this-is-for>) to access our knowledge base site.

CITI Program  
[www.citiprogram.org](https://www.citiprogram.org) (<https://www.citiprogram.org/default.asp>)

# Congratulations!

You have now know how to register and navigate the CITI Program website and are informed about how to receive your training.

You can now print or save your training records in order to provide evidence of course completion.

Good luck in your research and thank you for being part of an ethical process.



**CAL STATE LA**  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# Contact Us

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Office of Research and Development  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
5151 State University Drive, Los Angeles, CA 90032

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Phone

[323.343.3798](tel:323.343.3798)

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Email

[irb@calstatela.edu](mailto:irb@calstatela.edu)

[iacuc@calstatela.edu](mailto:iacuc@calstatela.edu)

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Web

[calstatela.edu/orad](http://calstatela.edu/orad)