

TRAINING REQUIREMENTS FOR ORC WORK STUDY STUDENTS

HIPAA only

CREATING YOUR NEW CITI ACCOUNT

WWW.CITIPROGRAM.ORG

The screenshot shows the CITI Program website interface. At the top left, there is a language selector for "USA - English" and a text size option "A A". On the right, there are links for "Log In", "Register", and "Help". The main header features the "CITI PROGRAM" logo and the text "Collaborative Institutional Training Initiative at the University of Miami", along with a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links for "Home", "About Us", "Courses", "Become a Subscriber", "CE Credits", "News and Events", and "Contact Us". The main content area is split into two columns. The left column features a banner for the "4th World Conference On Research Integrity" with the subtitle "Research Rewards and Integrity: Improving Systems to Promote Responsible Research" and dates "May 31-June 3, 2015". The banner includes a photo of Rio de Janeiro and a logo for the conference. Below the banner, it states "Over 7.4 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 left, there is a "CITI Program Announcements" section with links to "Visit CITI Program's Online Bookstore", "New Export Compliance (EC) Course", "New Institutional Conflicts of Interest (ICOI) Module", and "New Disaster Planning for the Research Enterprise (DPRF) Course". At the bottom right, there is a "Help & Support" section with links for "How do I register?", "Merge duplicate accounts", and "I forgot my Username or Password".

- Create a NEW account with CITI.
- Log onto the CITI website by going to www.citiprogram.org.
- Click “[Register](#)” to go to the registration page. Only create a new account if this is the first time you will ever complete CITI course(s).



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

Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. 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.

Continue to Step 2

Search Again

Search for Creighton University to select your Organization Affiliation.

Continue to Step 2.

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

You will enter your name and your primary email address.
A secondary email address is a good idea, but not required.

Continue to Step 3.

CITI - Learner Registration - Creighton University

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 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](#)

You will create your CITI username on this page, password and security questions and answer.

Continue to Step 4.

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? [?](#)
Why does CITI Program use these categories? [?](#)

* indicates a required field.

* I identify my Gender as:

- Female
- Male
- Transgender or Other
- Prefer not to answer

* I identify my Ethnicity as:

- Hispanic or Latino [?](#)
- Not Hispanic or Latino
- Prefer not to answer

* I identify my Race as: (you may select more than one)

- American Indian or Alaska Native [?](#)
- Black or African American [?](#)
- Asian [?](#)
- Native Hawaiian or Other Pacific Islander [?](#)
- White [?](#)
- Prefer not to answer

[Continue to Step 5](#)

CITI asks gender/ethnicity/race questions. If you would prefer not to answer, select “Prefer not to answer”.

Continue to Step 5

Please provide the following information requested by Creighton University

* indicates a required field.

Language Preference

* Institutional email address

Please enter your Creighton University email address.

* Confirm Institutional email address

* Gender

* Highest degree

Employee Number

* Department

* What is your role in research?

Address Field 1

On this page CITI is asking for information about you. Please note that you are only required to complete the questions with the red (*) asterisk; the remaining are optional.

TO SELECT THE CITI COURSES THAT YOU WILL NEED TO COMPLETE, PLEASE SELECT THE OPTIONS AS SHOWN BELOW

[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#)


[Main Menu](#) > Add Course/Update Learner Groups

Select Curriculum - Creighton University (311)

* indicates a required field.

* *PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.

Choose all that apply

- 
- I will be involved in research with **human subjects (IRB)**.
 - I am involved in clinical research and am listed on an FDA Form 1572, add the **Good Clinical Practice (GCP) Course** to my courses.
 - I will be involved in research or teaching activities that utilize **live animal subjects (IACUC)**.
 - I am involved in research (including **IRB, IACUC and/or IBC** projects), I am required to complete RCR training as a class assignment and/or I am listed on a **PHS** funded project, I need to complete a course in the **Responsible Conduct of Research (RCR)**.
 - I am listed on an **IBC** project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more **Biosafety Courses**.
 - I am listed on a **PHS** funded project or I have disclosed a potential conflict of interest on my financial conflict of interest disclosure; I need to complete the **Conflict of Interest Course (COI)**.

[Next](#)

[Start Over](#)



Select Curriculum - Creighton University (311)

* indicates a required field.

You will be participating

Choose one answer

- I have never completed the Basic Course in the Protection of Human Subjects in Research through Creighton University's affiliation with the CITI Program. I need to complete the Basic Course.
- I have completed the CITI Basic Course through Creighton University within the last 3 years.
- Chart Review.** I am only doing a retrospective chart review.

PLEASE NOTE: Before you choose the Refresher Course make sure this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course you will be required to go back and complete the Basic Course. If you have any questions please contact the Creighton University Research Compliance Education Office. (402-280-2680).

Next

Start Over



Main Menu

▾ Creighton University Courses

Course	Status	Completion Report	Survey
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators	Not Started	Not Earned	

My Learner Tools for Creighton University

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

▸ [Click here to affiliate with another institution](#)

▸ [Affiliate as an Independent Learner](#)

THE COURSE NAME IS THE LINK TO THE COURSE.

IF YOU HAVE ANY QUESTIONS – PLEASE CONTACT

Research Compliance Education Coordinator

402-280-2680 (Office)

researchcomped@creighton.edu

