Montclair CITI – New User Instructions

Contact:

iacuc@mail.montclair.edu

Instructions

1. Login: https://www.citiprogram.org/default.asp

2. Click on Create an Account *(If you are not a new user you may log in with your existing account and affiliate with MSU)*

Instructions Step 1

Complete Institutional Affiliation

1. Select Montclair State University as the participating institution and Ignore all other headings.

Hit Continue to Step 2.

Instructions Step 2

Next Page: Enter your personal Information Set up username and password.

Step 2 requests that you enter your first and last name along with your email address.
Please enter your name here as you would like it to appear on your completion report received at the end of the course.
Ensure you use an email address that you can access so you can complete the registration process by verifying the email.

Hit Continue to Step 3

CITI - Learner Registration

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address   Verify secondary email address
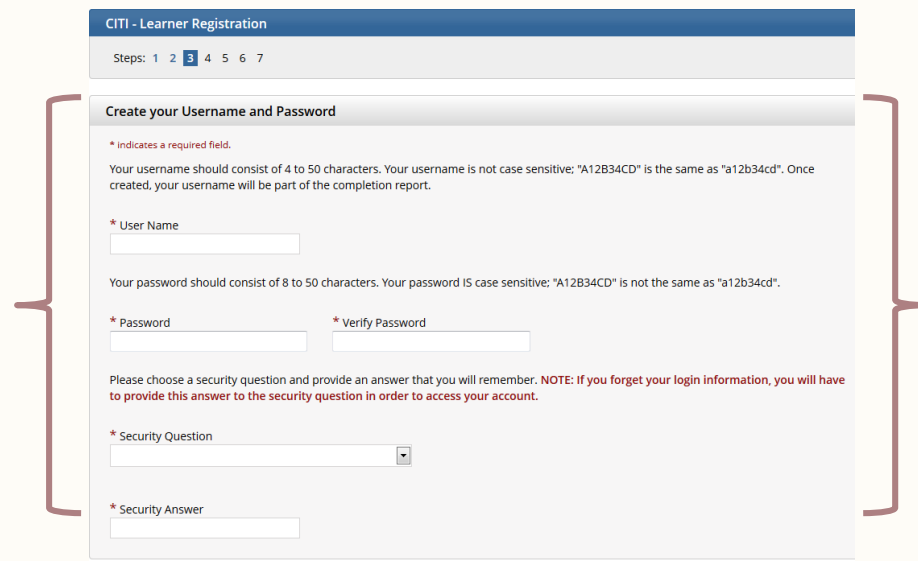
Instructions Step 3

Next Page: chose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.

Hit Continue to Step 4

Instructions Step 4

Next Page: **Step 4** collects country of residence. Select the country and hit Continue to Step 5.

Instructions Step 5 & 6

Next Page: Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

Select NO

Hit Continue to Step 6

Next Page: **Step 6** is institutional specific. Enter all required fields including Institutional Email Address, NetID, Department and Role in Research and then Continue to Step 7
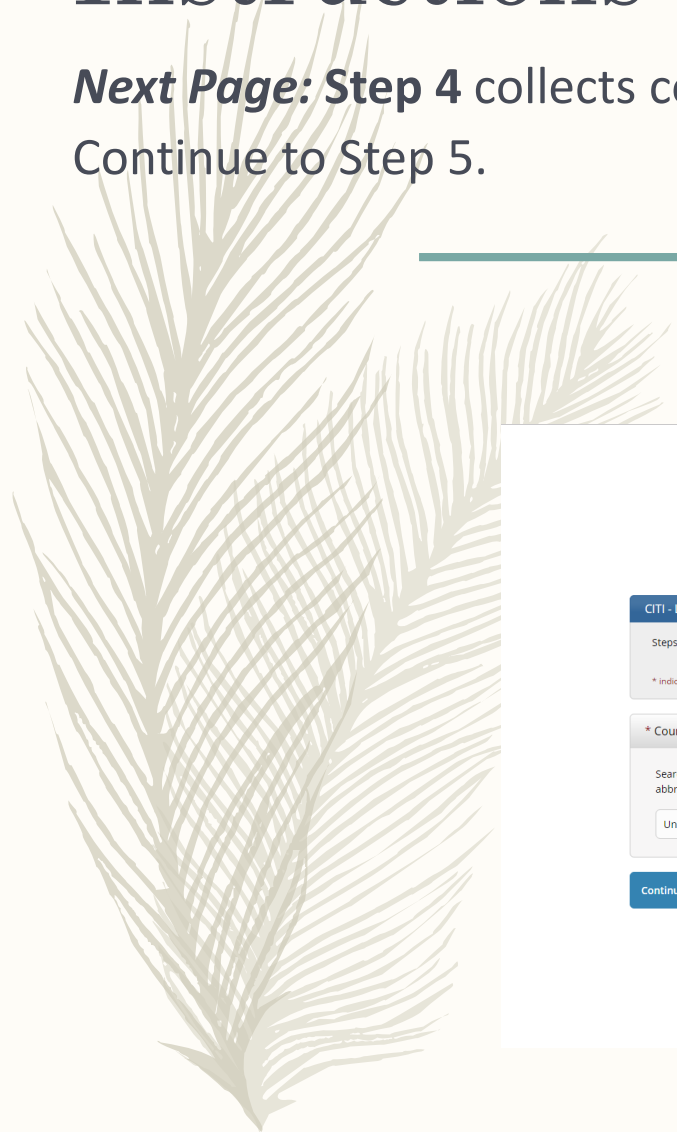
CITI - Learner Registration

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?

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

○ Yes
○ No
○ Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

☐ AMA PRA Category 1 Credits
☐ Nurses (CNE Credits)
☐ Other
☐ Psychologists (CEP Credits)

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

○ Yes
○ No
○ Not sure. Ask me later

Instructions Step 7

The questions in **Step 7** enroll you in CITI Program courses.

Only Question 6 **Animal Care and Use is required**. Choose the appropriate answer for your current role. ***Students listed as a co-PI on a protocol must complete either the Lab/Vivarium Researcher course or the Field/Wildlife Researchers Course.*** The selection of student as a role is only applicable for students taking the course as part of a course syllabus. Question 7 asks you to choose your electives.

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* Question 6

Animal Care and Use

Please make the appropriate selection below according to your role. You will be enrolled in the appropriate courses as determined by your institution.

Choose one answer

- ○ Lab/Vivarium Researchers
- ○ Field/Wildlife Researchers
- ○ IACUC Member and IACUC Staff
- ○ Student
- ○ Not applicable / Not at this time.

Instructions Step 8

After answering question 7 the next step is to choose the appropriate animal-specific course(s) and electives according to your research or interests.

Choose all that apply

- ❑ Reducing Pain and Distress in Laboratory Mice and Rats
- ❑ I work with Mice. Family: Muridae Cricetidae
- ❑ I work with Rats. Genus: Rattus
- ❑ I work with Rabbits
- ❑ I work with Frogs, Toads or other Amphibians
- ❑ I work with Reptiles
- ❑ I work with Fish
- ❑ I work with Zebrafish (Danio rerio)
- ❑ Post-Approval Monitoring (PAM)
- ❑ Not at this time

Instructions

Page: Select Curriculum - Montclair State University

Question 1. Human Subjects Research: **Select** 'Not at this time'

Question 2: IRB Chair Course: **Select** 'Not at this time'

Question 3. HIPS: **Select** 'Not at this time'.

Question 4: Responsible Conduct of Research: **Select** 'Not at this time, Thank you'.

Question 5. Conflict of Interest Course: **Select** 'No'

Question 7: Optional for animal researchers at this time.

Question 8: Export Compliance: **Select** 'Not at this time'.

Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

Choose all that apply

☐ Health Information Privacy and Security (HIPS) Course - Information for Clinicians
☐ Health Information Privacy and Security (HIPS) Course - Information for Investigators
☐ Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
☑ Not at this time.

Instructions Step 7

Click Finalize Registration.

This will take you to the Main Menu. Enter into the assigned course by clicking on the course.

You must complete the Integrity Assurance Statement for the course before beginning any modules.

▾ Montclair State University Courses			
⊚ Course	⊚ Status	⊚ Completion Report	⊚ Survey
Investigators, Staff and Students	Not Started	Not Earned	

Printing a Completion Report

– When all modules are completed with an overall score of ≥80%, CITI will issue you a "completion report."

▼ Montclair State University Courses			
ⓦ Course	ⓦ Status	ⓦ Completion Report	ⓦ Survey
Investigators, Staff and Students	Passed 1/23/2013	Print Report	Complete

– At that point, your name and certification expiration date will be entered in a database accessible to the Compliance office.

Other Tips

– You do not need to complete all required modules at one time. CITI will remember where you left off the next time you log in.

– You only need to complete Required Modules.

– After reading the curriculum for each module, you have to click on Take Quiz.

– You can refer to the grade book anytime to see how much you have scored thus far.

– You need a combined overall score of 80 for all modules.

– You can re-take any single module that you got a low score in.

Questions or Problems?

– Contact:

iacuc@mail.montclair.edu