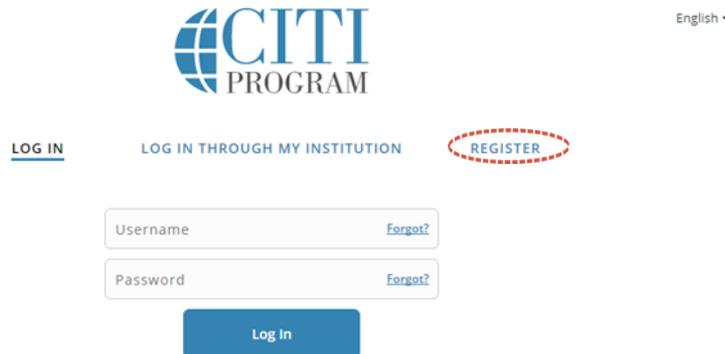


Montclair CITI – New User Instructions

FERPA COURSE

INSTRUCTIONS

- ▶ 1. Login: <https://www.citiprogram.org/default.asp>
- ▶ Click on Register (*If you are not a new user you may log in with your existing account and affiliate with MSU*)



The screenshot shows the Citi Program website interface. At the top center is the Citi Program logo, which consists of a blue globe icon followed by the text "CITI PROGRAM". To the right of the logo, the text "English" is displayed with a small downward-pointing arrow. Below the logo, there are three navigation links: "LOG IN" (underlined), "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (circled in red). Below these links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. At the bottom center is a blue "Log In" button.

INSTRUCTIONS

▶ *Complete Institutional Affiliation*

- ▶ 1. Select Montclair State University as the participating institution and ignore all other headings.

Hit Continue to Step 2.

The screenshot shows the 'CITI - Learner Registration' interface. At the top, there are links for 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER'. Below this is a progress bar with steps 1 through 7, where step 1 is highlighted. The main section is titled 'Select Your Organization Affiliation'. It contains a search box with the placeholder text 'Search for organization: Enter full or partial name'. A red bracket highlights this search box. Below the search box is a link: 'Can't find your institution? It may use Single Sign On. Check here.' Further down, there is a paragraph of instructions: '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.' Below this is a checkbox labeled 'I AGREE to the Terms of Service for accessing CITI Program materials.' At the bottom of this section is a blue button labeled 'Continue To Step 2'. Below the main section is another section titled 'Independent Learner Registration' with instructions for that option.

INSTRUCTIONS

- ▶ **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.

The screenshot shows a registration form titled "CITI - Learner Registration". At the top, there is a progress indicator showing steps 1 through 7, with step 2 highlighted. Below this is the "Personal Information" section. A red asterisk indicates required fields. The form contains four input fields: "First Name", "Last Name", "Email Address", and "Verify email address". A red bracket on the left groups the "First Name" and "Email Address" fields, and a red bracket on the right groups the "Last Name" and "Verify email address" fields. Below these fields, there is a note: "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." At the bottom, there are two more input fields: "Secondary email address" and "Verify secondary email address".

INSTRUCTIONS

- ▶ **Next Page:** Choose 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.

CITI - Learner Registration

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

INSTRUCTIONS

- ▶ **Next Page: Step 4** collects your country of residence. Select country and continue to Step 5.

The screenshot displays the CITI PROGRAM registration interface. At the top center is the CITI PROGRAM logo, and to its right is a language dropdown menu set to "English". Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (which is underlined). The main content area is titled "CITI - Learner Registration - Montclair State University" and shows a progress bar with steps 1 through 7, where step 4 is highlighted. Below the progress bar is a note: "* indicates a required field." The "Country of Residence" section contains a search instruction: "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." A search input field contains the text "United States". At the bottom of this section is a blue button labeled "Continue To Step 5". At the very bottom of the page is a link for "Need Help? Support Center".

INSTRUCTIONS

- ▶ **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. 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.

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

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

Only **Question 9 FERPA Training** is required. Choose the most suitable

Question 9

Family Educational Rights and Privacy Act (FERPA)

Please make the appropriate selection if you are required to complete the Family Educational Rights and Privacy Act (FERPA) course.

- Family Educational Rights and Privacy Act (FERPA)
 - I am not required to complete the IPS course at this time.
-

INSTRUCTIONS

▶ **Page: Select Curriculum – Montclair State University**

For all other questions, select “No” or “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.

- Faculty/Clinician/Staff - Information Privacy and Security Course
- Student - Information Privacy and Security Course
- Students in the Psychology Clinic - Information Privacy and Security Course
- Instructors in the Psychology Clinic - Information Privacy and Security Course
- Not at this time.

INSTRUCTIONS

- ▶ Click “Finalize Registration.”
- ▶ This will take you to the Main Menu. Enter into the assigned course by clicking “Start Now” on the course name.
- ▶ You must complete the Integrity Assurance Statement for the course before beginning any modules.



Montclair State University
Family Educational Rights and Privacy Act (FERPA)
Stage 1 - Basic Course

0 / 1 modules completed

[Start Now](#)

The screenshot shows a course page with a progress bar at 0/1 modules completed and a blue 'Start Now' button circled in red.

PRINTING A COMPLETION REPORT

- ▶ When all modules are completed with an overall score of $\geq 80\%$, CITI will issue you a “completion report.”

Montclair State University
ID 2262

Family Educational Rights and Privacy Act (FERPA)

Name	Stage	Completion Date	Expiration Date	Record ID
Jocelyn Martinez	1 - Basic Course	24-Dec-2018	N/A	29594140

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores “frozen” at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#) [Copy Link](#)

Completion Certificate

Completion Certificates are “diplomas” that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#)

- ▶ 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 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 an overall combined score of 80 for all modules.
- ▶ You can re-take any single module that you got a low score in.

QUESTIONS OR PROBLEMS?

- ▶ Contact for CITI registration problems: Research Compliance and Regulatory Programs (973) 655.7781
- ▶ Contact for FERPA @ MSU
Registrar's Office
(973) 655-7525



FOR MORE FERPA INFORMATION:

<https://www.montclair.edu/policies/employee/ferpa-faculty-staff/>

or

<https://www.montclair.edu/policies/student/ferpa/>