



Montclair CITI- New User Export Instructions

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Instructions

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

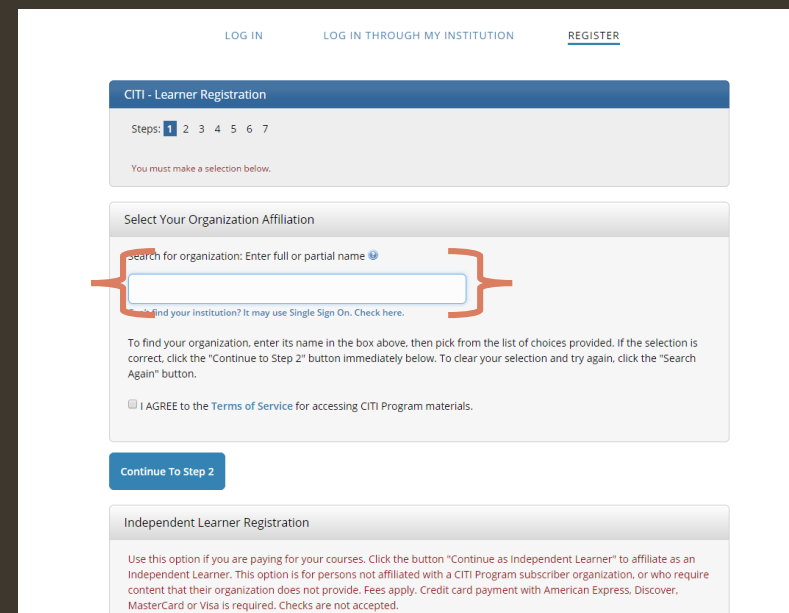


The screenshot shows the top navigation bar of the CITI PROGRAM website. The logo is on the left, followed by menu items: Subscriptions, Courses, Resources, and Support. A search icon is next to a search bar. The 'Register' button is highlighted with a red dashed circle, and the 'Log In' button is to its right. The main content area features the heading 'New Human Subjects Research (HSR) content' and a sub-heading 'Updated content reflects the latest thinking on informed consent.' Below this is a link 'View Courses'. The background of the main content area shows silhouettes of people walking on a path.

Step 1

Complete Institutional Affiliation

1. Select Montclair State University as the participating institution and ignore all other headings.
2. 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. A message states 'You must make a selection below.' The main section is titled 'Select Your Organization Affiliation' and contains a search box with the placeholder text 'Search for organization: Enter full or partial name'. A red bracket highlights the 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 a section for 'Independent Learner Registration' with a paragraph of instructions: '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.'

Step 2

Next page: Enter your personal information- Set up username & password

- Step 2 requires 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 the 'CITI - Learner Registration' form at Step 2. The form is titled 'Personal Information' and includes the following fields:

- * First Name
- * Last Name
- * Email Address
- * Verify email address
- Secondary email address
- Verify secondary email address

Red asterisks indicate required fields. A red bracket groups the First Name, Last Name, Email Address, and Verify email address fields. A red line points to the asterisk in the First Name label. Below the main 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.'

Step 3

- 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

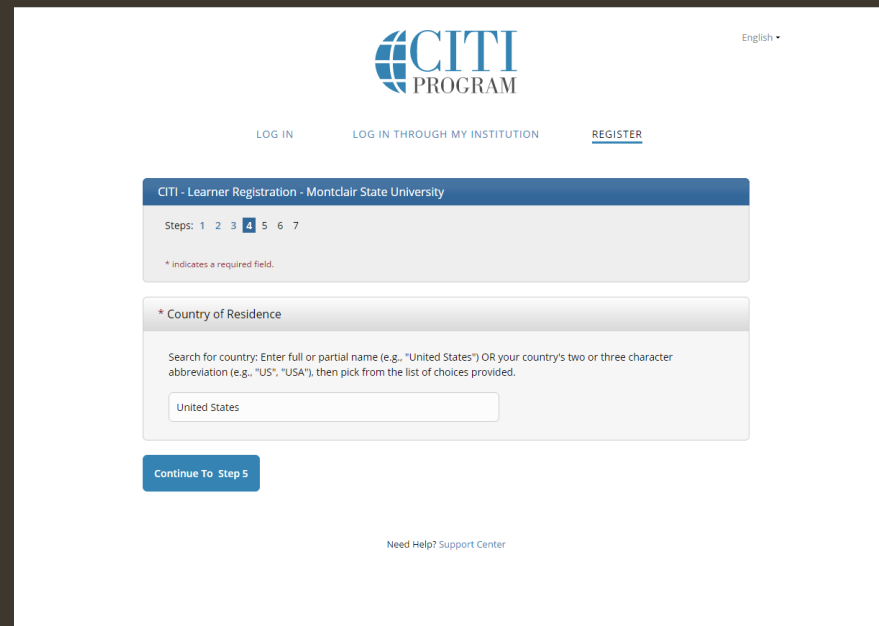
Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Step 4

- Step 4 collects country of residence. Select country and hit Continue to Step 5.



The screenshot shows the CITI PROGRAM registration interface. At the top, there is a logo for CITI PROGRAM and a language selector set to English. Below the logo are three navigation links: LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. 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. A note indicates that an asterisk (*) denotes 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." Below this instruction is a text input field containing "United States". A blue button labeled "Continue To Step 5" is positioned below the input field. At the bottom of the page, there is a link for "Need Help? Support Center".

Steps 5 & 6

- 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

- 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

Step 7

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

Only *Question 8, Export Compliance* is required. Select CITI Export Controls Course.

Question 8

Export Compliance

Please select the appropriate option if you need to take US Export Compliance course.

Choose one answer

CITI Export Controls Course

Not at this time.

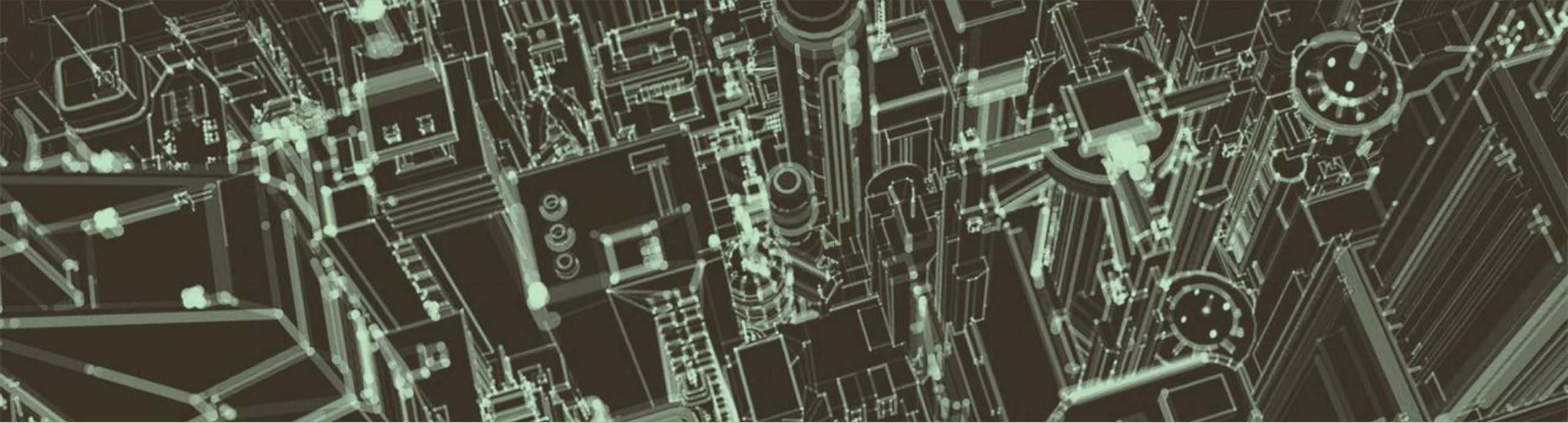
Submit

Step 8

- Click Finalize Registration.
- This will take you to the Main Menu. Enter into the assigned Export Compliance course by clicking the course name.
- You must complete the Integrity Assurance Statement for the course before beginning any modules.



	07/09/2015		
ACU - Working with the IACUC - IACUC Member and IACUC Staff	Passed 07/13/2015	Print Report	Post-course evaluation
Export Compliance	Not Started	Not Earned	
HSR - Students / Faculty Basic course	Passed 07/07/2015	Print Report	Post-course evaluation
IPS - Student - Information Privacy and Security Course	Incomplete	Not Earned	



For Existing CITI Users



Add the Export Course

- Click “Add a Course or Update Learner Groups”
- Scroll down to Question 8 and select the Export course

Main Menu

▼ Montclair State University Courses

Course	Status	Completion Report	Survey
ACU - Essentials for IACUC Members - IACUC Member and IACUC Staff	Passed 07/09/2015	Print Report	Post-course evaluation
ACU - IACUC Community Member	Passed 07/09/2015	Print Report	Post-course evaluation
ACU - Working with the IACUC - IACUC Member and IACUC Staff	Passed 07/13/2015	Print Report	Post-course evaluation
HSR - Students / Faculty Basic course	Passed 07/07/2015	Print Report	Post-course evaluation
IPS - Student - Information Privacy and Security Course	Incomplete	Not Earned	
RCR FOR STUDENTS	Passed 08/12/2015	Print Report	Post-course evaluation

My Learner Tools for Montclair State 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

Printing a Completion Report

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



The screenshot shows the CITI PROGRAM interface. The header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin".

The "Main Menu" section is expanded to show "DEMO Courses" and "Montclair State University Courses". A table displays the course completion status:

Course	Status	Completion Report	Survey
ACU - Field/Wildlife Researchers	Passed 04/24/2015	Print Report	Post-course evaluation
ACU - Working with the IACUC - Field/Wildlife Researchers	Incomplete	Not Earned	

A red dashed oval highlights the "Print Report" link in the table.

- 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 do not need to complete modules labeled as optional.
- 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 quiz score of 80 for all modules.
- You can re-take any single module that you got a low score in.

Questions or Problems?

Contact:

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