

Montclair CITI – New User Instructions

Contact:
Office of Research Compliance
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Instructions

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



Subscriptions ▼

Courses ▼

Resources

Support ▼



Register

Log In

New Human Subjects Research (HSR) content

Updated content reflects the latest thinking on informed consent.

[View Courses](#)



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.

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'. It contains a search box with the placeholder text 'Search for organization: Enter full or partial name'. Below the search box is a link: 'Can't find your institution? It may use Single Sign On. Check here.' A detailed instruction follows: '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.' There 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 this is a section for 'Independent Learner Registration' with 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.'

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

The screenshot shows the 'CITI - Learner Registration' form, specifically Step 2: Personal Information. The form has a blue header bar with the title 'CITI - Learner Registration' and a progress bar below it showing steps 1 through 7, with step 2 highlighted. The main section is titled 'Personal Information' and contains four required fields: 'First Name', 'Last Name', 'Email Address', and 'Verify email address'. Each field is marked with an asterisk. A red bracket groups the 'First Name' and 'Last Name' fields, and another red bracket groups the 'Email Address' 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 fields: 'Secondary email address' and 'Verify secondary email address'.

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

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

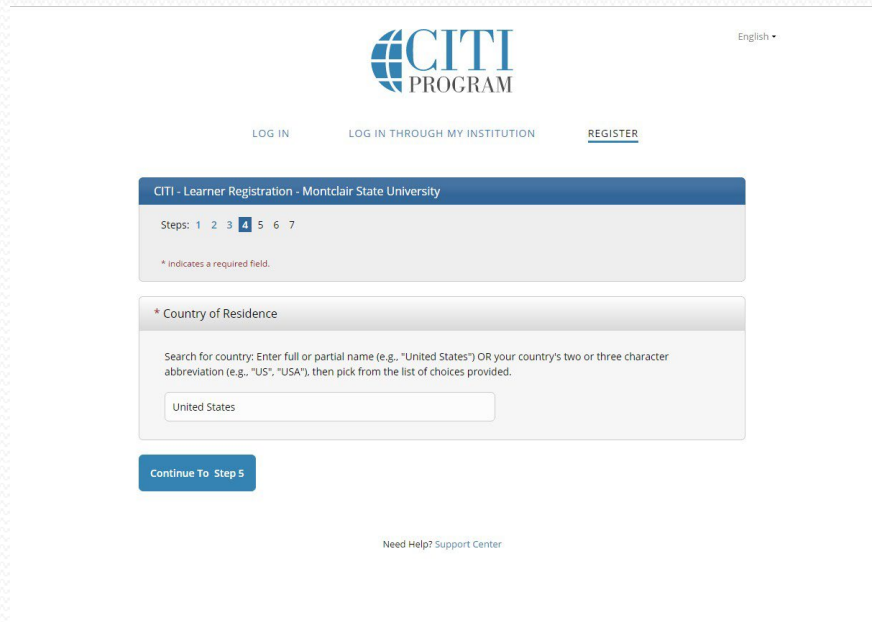
Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Instructions Step 4

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



The screenshot shows the CITI Program Learner Registration interface for Montclair State University. At the top, the CITI PROGRAM logo is on the left, and a language dropdown menu set to "English" is on the right. Below the logo are three links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The main content area has a blue header bar that reads "CITI - Learner Registration - Montclair State University". Below this is a progress bar with steps 1 through 7, where step 4 is highlighted. A note states "* indicates a required field." The "Country of Residence" section is marked with an asterisk. It 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 the instruction is a text input field containing "United States". At the bottom of the form is a blue button labeled "Continue To Step 5". A footer link "Need Help? Support Center" is located at the very bottom.

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Montclair State University

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

Need Help? Support Center

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 5 **RCR Responsible Conduct of Research** is **required**. Choose the most suitable sub-heading for the course based on your role:

- THE RCR FOR INVESTIGATORS AND RESEARCH TEAM
- THE RCR FOR STUDENTS
- THE RCR FOR ADMINISTRATORS

* Question 5

Responsible Conduct Research

If you want to take Responsible Conduct Research optionally, please make your selection below.

Choose one answer

- ☐ THE RCR FOR INVESTIGATORS AND RESEARCH TEAM
- ☒ THE RCR FOR STUDENTS
- ☐ THE RCR FOR ADMINISTRATORS
- ☐ Not at this time, thank you.

Instructions Step 7

For all other courses:

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.

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.

The screenshot shows the Citi Program website interface. At the top, there is a header with the Citi Program logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is also present. Below the header is a navigation menu with links: "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin".

Below the navigation menu, a message states: "✓ Your request has been successfully submitted." Below this message is a table titled "Montclair State University Courses". The table has four columns: "Course", "Status", "Completion Report", and "Survey". The first row of the table is highlighted with a red dashed circle and contains the text "THE RCR FOR STUDENTS", "Not Started", "Not Earned", and an empty cell.

Below the table, there is a section titled "My Learner Tools for Montclair State University" which contains a list of links: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom of the page, there is a link that says "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 RCR FOR ADMINISTRATORS	Passed 08/25/2011	 Print Report	Take Survey
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- 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.