

Montclair CITI – New User Instructions

Contact:

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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*)



Subscriptions ▾

Courses ▾

Resources

Support ▾



Register

Log In

+1 888.529.5929 ENGLISH ▾

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.


LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

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.

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.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

Continue To Step 2

Independent Learner Registration

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 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, which contains four required text input fields: "First Name", "Last Name", "Email Address", and "Verify email address". A red bracket on the left and right sides of these four fields indicates they are required. Below the input 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 of the form, there are two more input 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

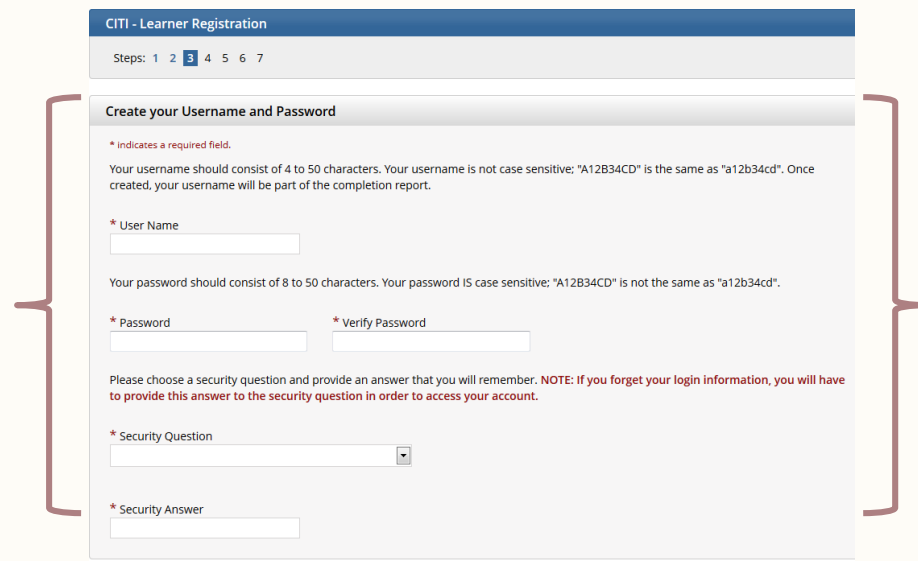
Instructions Step 3

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



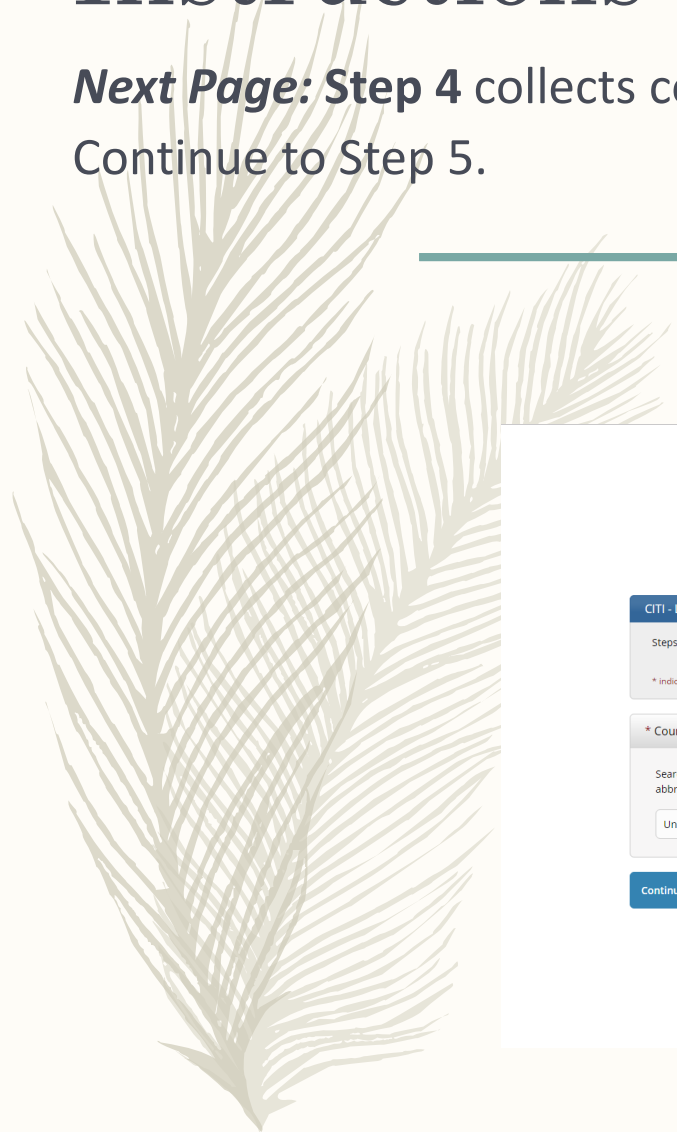
The screenshot shows a web form titled "CITI - Learner Registration" with a progress bar indicating Step 3 of 7. The form is titled "Create your Username and Password" and contains the following fields and instructions:

- Username:** A text input field with a red asterisk. Instruction: "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."
- Password:** A text input field with a red asterisk. Instruction: "Your password should consist of 8 to 50 characters. Your password IS case sensitive: 'A12B34CD' is not the same as 'a12b34cd'."
- Verify Password:** A text input field with a red asterisk.
- Security Question:** A dropdown menu with a red asterisk. Instruction: "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 Answer:** A text input field with a red asterisk.

Red brackets on the left and right sides of the form indicate the main registration area.

Instructions Step 4

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



CITI PROGRAM 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

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.

* 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.

Question 7

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 $\geq 80\%$, 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?

A large, light green feather graphic is positioned on the left side of the slide, extending from the top to the bottom. It has a central rachis with many fine, radiating barbs, giving it a soft, textured appearance.

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