

# Montclair CITI – New User Instructions

Contact:

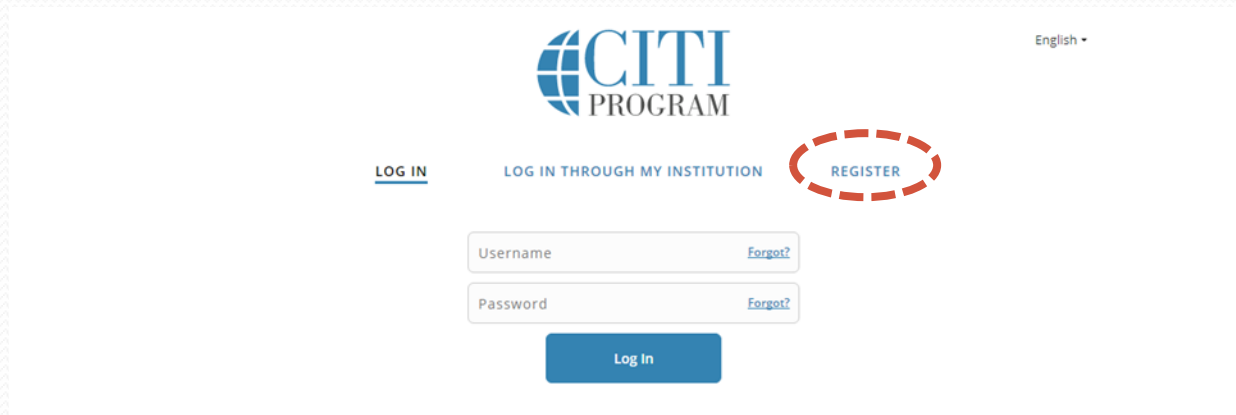
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# Instructions

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 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, there is a language selection dropdown menu labeled "English". Below the logo, there are three links: "LOG IN" (underlined in blue), "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (highlighted with a red dashed oval). 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 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 titled 'Independent Learner Registration' with a paragraph explaining that this option is for persons not affiliated with a CITI Program subscriber organization and that fees apply, with credit card payment required (American Express, Discover, MasterCard or Visa) and checks 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 progress bar at the top with steps 1 through 7, where step 2 is highlighted. Below the progress bar, the title 'Personal Information' is displayed. A note states '\* indicates a required field.' The form contains four required fields: '\* First Name', '\* Last Name', '\* Email Address', and '\* Verify email address'. These four fields are grouped by a large red bracket on the right side. Below these fields, there is a section for a secondary email address with the text: '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.' This section includes two 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

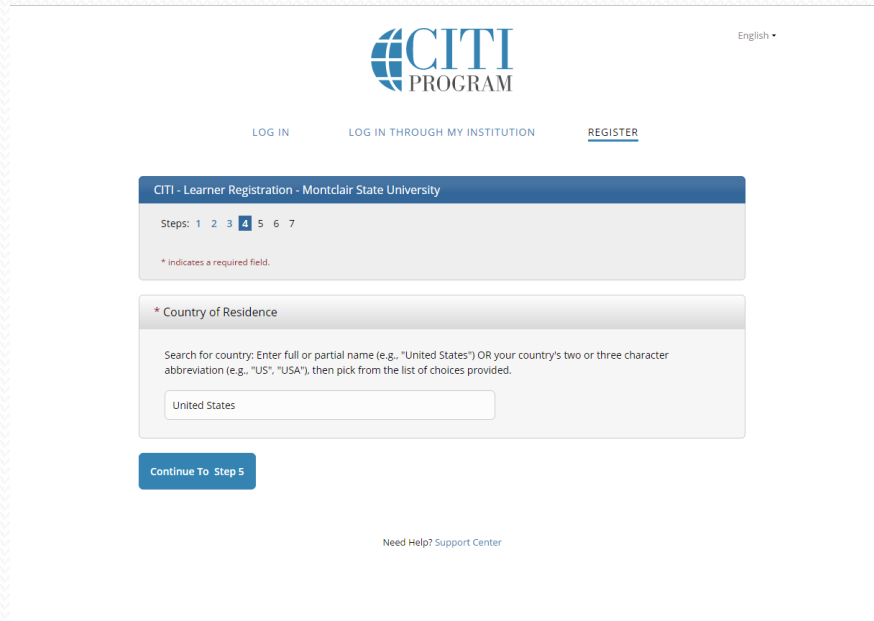
Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* 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. 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" (which is underlined). A blue header bar reads "CITI - Learner Registration - Montclair State University". Below this, a progress bar shows steps 1 through 7, with step 4 highlighted. A red asterisk note states: "\* Indicates a required field." The main section is titled "\* Country of Residence" and contains instructions: "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 text is a search 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 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 3 **Health Information Privacy and Security (HIPS)** is required. Choose the most suitable sub-heading for the course based on your role:

- 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

## Question 3

### 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

**Page: Select Curriculum - Montclair State University**

For all other questions, select “No” or “Not at this time.”

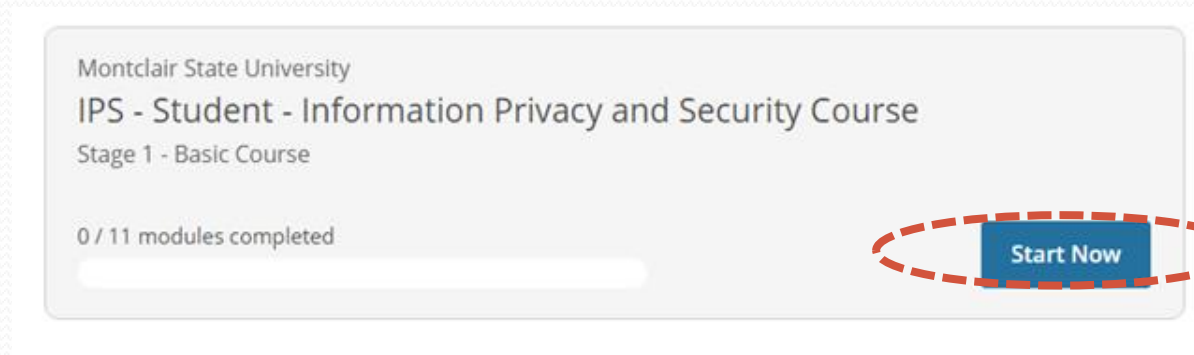
- ☐ THE RCR FOR STUDENTS
- ☐ THE RCR FOR INVESTIGATORS AND RESEARCH TEAM
- ☐ THE RCR FOR ADMINISTRATORS
- ☒ Not at this time, thank you.

# 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.



# 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

IPS - Student - Information Privacy and Security Course

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 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:

Hila Berger,

HIPAA Privacy Officer

Director,

Research Compliance and Regulatory Programs

Ext. 7781

[bergerh@montclair.edu](mailto:bergerh@montclair.edu)

# Reporting Misconduct

- Employees must immediately report to the HIPAA Privacy Officer any suspected or actual violations (whether or not based on personal knowledge) of applicable law or regulations by the Center or any of its employees.
- The Privacy Officer has an "open door" policy with respect to receiving reports of violations, or suspected violations. The telephone number where the Privacy Officer may be reached is 973-655-7781.
- Employees can also report a matter of concern from any computer by going to "MySafeWorkspace" directly (<http://www.mysafeworkplace.com/SplashPages/MontclairState/MontclairState.html>) or calling a hotline (1-800-461-9330). Montclair State will handle all reports submitted promptly and discreetly. Individuals submitting reports can do so anonymously.