

Montclair CITI – New User Instructions

Contact:

Hila Berger, Compliance Administrator

Ext. 7781

bergerh@mail.montclair.edu

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)*



The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with a USA flag, language selection (USA - English), text size controls (A A), and links for Log In, Register, and Help. Below this is a blue 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. A secondary navigation bar contains links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area features two images: one of a large blue hexagonal structure and another of a computer monitor displaying the CITI PROGRAM logo. Below the images, text states "Over 5.1 million CITI Program courses have been completed since 2000". On the right side, there is a login and registration form. It includes fields for Username and Password, a Log In button, a link for "Forgot Username or Password?", and a "Create an account" link. The "Create an account" link is circled in red, and a "Register" button is located directly below it. A note at the bottom of the form states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

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.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

*** Select An Institution**

* Indicates a required field.

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions

Veterans Affairs

Department of Energy

HIV/AIDS Network Coordination (HANC)

Canadian Institutions

India Participating Institutions

Korea Participating Institutions

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 with the title 'CITI - Learner Registration' and a progress bar showing steps 1 through 7, with step 2 highlighted. Below the header, the section is titled 'Personal Information'. A red asterisk indicates a required field. The form contains four input fields: 'First Name', 'Last Name', 'Email Address', and 'Verify email address'. 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 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

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 demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

Hit Continue to Step 5

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity?

Why does CITI Program use these categories?

Why does CITI Program ask about your gender?

* indicates a required field.

* Your Gender Is:

☐ Male

☐ Female

☐ I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

☐ Hispanic or Latino

☐ Not Hispanic or Latino

☐ I would rather not disclose

* Your Race Is: (You may choose more than one)

☐ American Indian or Alaska Native

☐ Black or African American

☐ Asian

☐ Native Hawaiian or Other Pacific Islander

☐ White

☐ I would rather not disclose

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 **Conflict of Interest** is required. Choose “yes”

* Question 6

Conflict of Interest Course

Would you like to take the Conflict of Interest Course? (only PHS/NIH investigators are required to take training, although NSF investigators are encouraged to complete training since the NSF's requirements are very similar to PHS.)

Choose one answer

☒ Yes

☐ No

Instructions Step 7

For all other courses:

Question 1. Human Subjects Research: Select 'Not at this time, Thank you'

Question 3. HIPS: **Select** 'Not at this time, Thank you'.

Question 5: RCR Responsible Conduct of Research: **Select** 'No'

Question 7: Lab Animal Welfare: **Select** 'Not at this time, thank you.'

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 Next.

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
Conflicts of Interest	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
Conflicts of Interest	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.