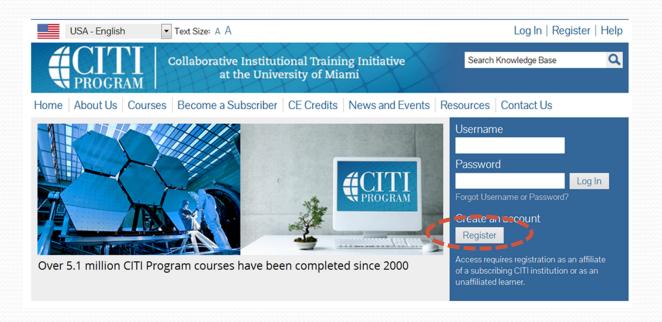
# Montclair CITI – New User Instructions

Contact:
Hila Berger, Compliance Administrator
Ext. 7781
bergerh@mail.montclair.edu

#### Instructions

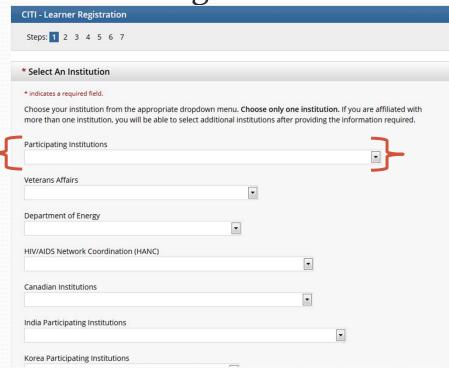
- Login: <a href="https://www.citiprogram.org/default.asp">https://www.citiprogram.org/default.asp</a>
- 2. Click on Create an Account (If you are not a new user you may log in with your existing account and affiliate with MSU)



#### Complete Institutional Affiliation

1. Select Montclair State University as the participating institution and Ignore all other headings.

Hit Continue to Step 2.



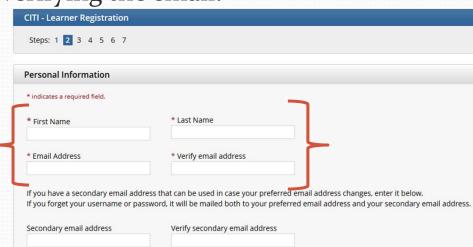
*Next Page: Enter your personal Information* Set up username and password.

**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



**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.

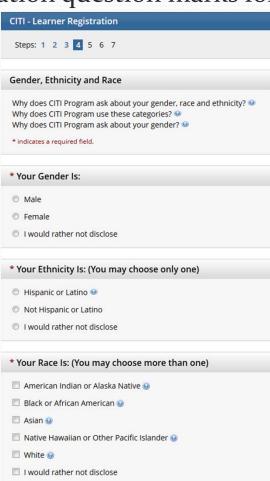
Hit Continue to Step 4

Steps: 1 2 3 4 5 6	,
Create your Username a	nd Password
ndicates a required field.	
	st of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once be part of the completion report.
* User Name	
osci Name	
	t of 8 to 50 characters. Your password IS case sensitive: "A12B34CD" is not the same as "a12b34cd".
	t of 8 to 50 characters. Your password IS case sensitive: "A12B34CD" is not the same as "a12b34cd".  * Verify Password
Your password should consist Password  Please choose a security que	* Verify Password
Your password should consist Password  Please choose a security que	* Verify Password  * Verify Password  stion and provide an answer that you will remember. NOTE: If you forget your login information, you will have

*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



### 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
ndicates 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 <b>before</b> you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information <b>must</b> 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 <b>not</b> see information about the CEU credits available for courses before you start them or after completing them, and you will be <b>ineligible</b> 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.
No 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.
<ul> <li>AMA PRA Category 1 Credits</li> <li>Nurses (CNE Credits)</li> <li>Other</li> <li>Psychologists (CEP Credits)</li> </ul>
* Can CITI Program contact you at a later date regarding participation in research surveys?
<ul> <li>Yes</li> <li>No</li> <li>Not sure. Ask me later</li> </ul>

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

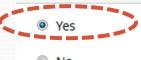
Only Question Conflict of Interest is required. Choose "yes"

\* 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



No

#### 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

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.



# Printing a Completion Report

• When all modules are completed with an overall score of ≥80%, CITI will issue you a "completion report."



 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.