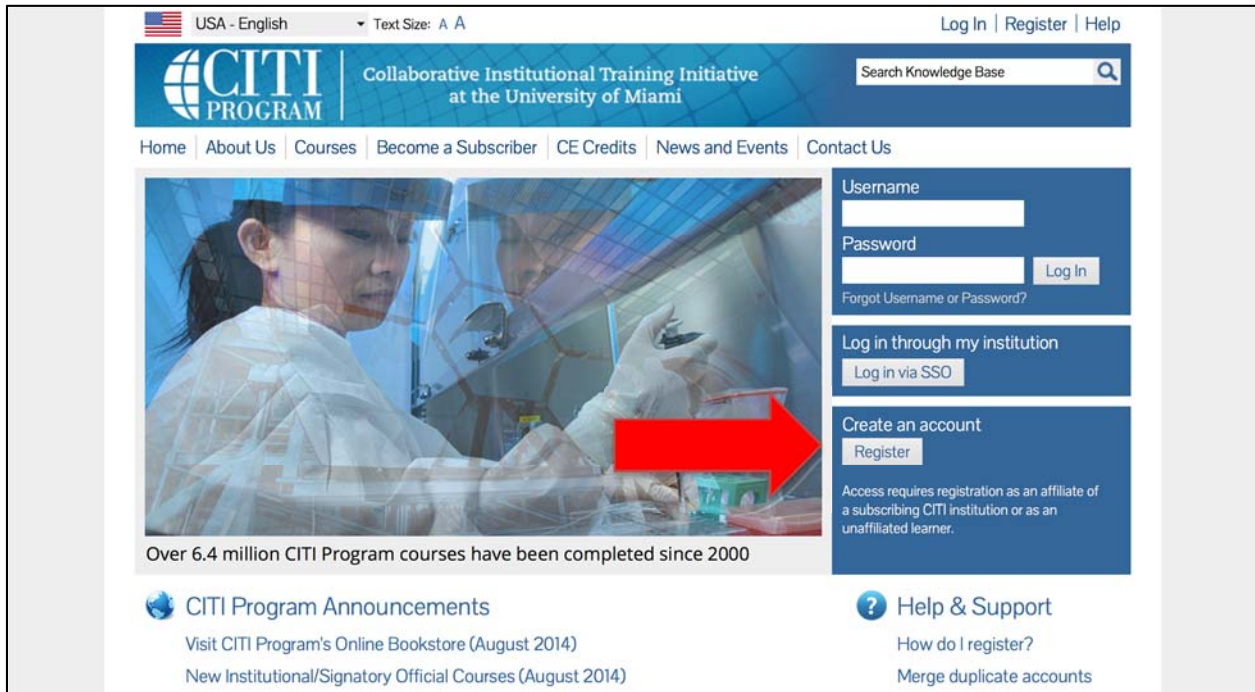


CITI Training Instructions for Research Assistants

The following instructions below are for first-time users who have not yet created a CITI account. **If you've previously registered for a CITI training course, skip to page 6.**

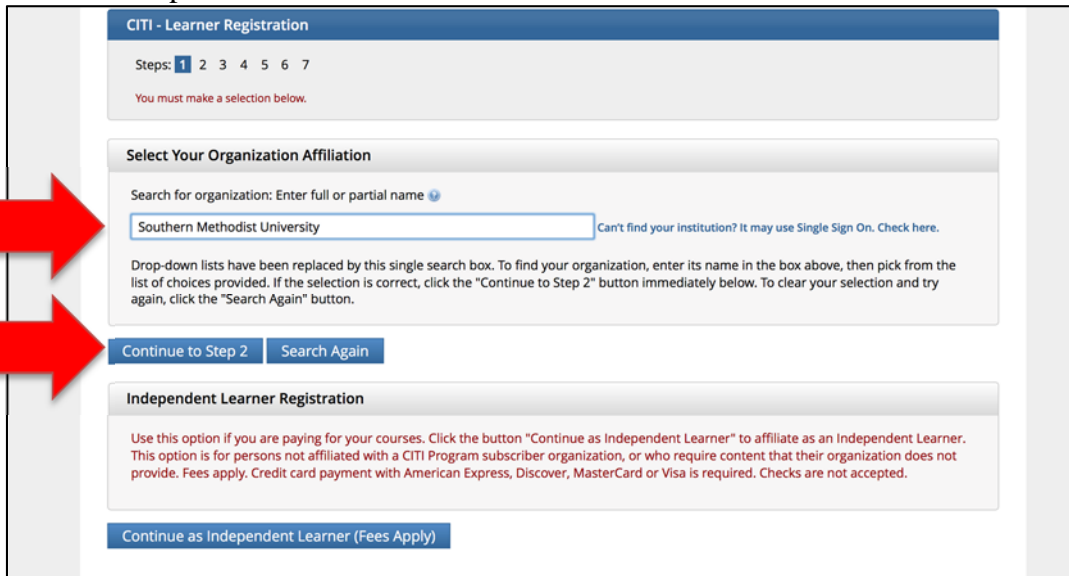
For video instructions, click here: <https://www.youtube.com/watch?v=vj15MXWjp84>

1. Go to <https://www.citiprogram.org/default.asp> and click "Register" under "Create an account"



The screenshot shows the CITI Program website homepage. At the top, there is a navigation bar with links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. A search bar is located in the top right corner. The main content area features a large image of a scientist in a lab, with a red arrow pointing to the 'Register' button under the 'Create an account' section. Below the image, there is a section for 'CITI Program Announcements' and a 'Help & Support' section.

2. Type in "Southern Methodist University" in the "Select Your Organization Affiliation". Then click "Continue to Step 2".



The screenshot shows the 'CITI - Learner Registration' page. The progress bar indicates that Step 1 is the current step. The 'Select Your Organization Affiliation' section has a search box containing 'Southern Methodist University'. A red arrow points to the 'Continue to Step 2' button. Below this section, there is an 'Independent Learner Registration' section with a 'Continue as Independent Learner (Fees Apply)' button.



3. Continue through the registration process.

The screenshot shows the 'Personal Information' step of the registration process. At the top, there is a navigation bar 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 on the right. Below the navigation bar are links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The page title is 'CITI - Learner Registration - Southern Methodist University'. A progress indicator shows steps 1 through 7, with step 2 highlighted. The 'Personal Information' section includes a note that an asterisk indicates a required field. There are four input fields: * First Name, * Last Name, * Email Address, and * Verify email address. Below these is a paragraph of text: 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.' There are two more input fields: Secondary email address and Verify secondary email address. At the bottom left, there is a blue button labeled 'Continue to Step 3'.

The screenshot shows the 'Create your Username and Password' step of the registration process. At the top, there is a progress indicator showing steps 1 through 7, with step 3 highlighted. The 'Create your Username and Password' section includes a note that an asterisk indicates a required field. There is a paragraph of text: '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.' There is one input field: * User Name. Below this is another paragraph of text: 'Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".' There are two input fields: * Password and * Verify Password. Below these is another paragraph of text: '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.' There are two more input fields: * Security Question (a dropdown menu) and * Security Answer. At the bottom left, there is a blue button labeled 'Continue to Step 4'.

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? 

* indicates a required field.

*** I identify my Gender as:**

- Female
- Male
- Transgender or Other
- Prefer not to answer

*** I identify my Ethnicity as:**

- Hispanic or Latino 
- Not Hispanic or Latino
- Prefer not to answer

*** I identify my Race as: (you may select more than one)**

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes


No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grad book page.

No

If you picked “YES”, please check below the one type of credit you would like to earn

MDs, DOs, PAs - AMA PRA Category 1 Credits TM



Please provide the following information requested by Southern Methodist University

* indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

Employee Number

Department

* Role in research
 ← “Student Researcher-Undergraduate”

Address Field 1

Address Field 2

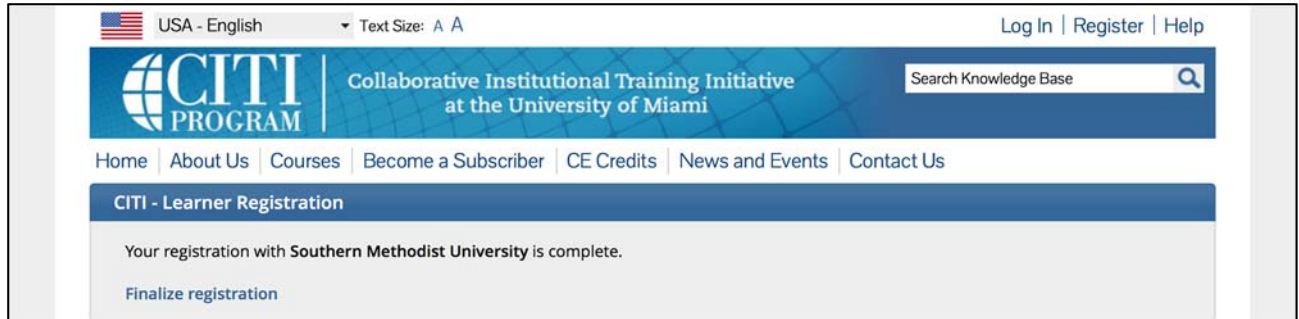
* Which course do you plan to take?
 ← Baise Human Subjects-Social & Behavioral Focus

Home Phone

*
Human subjects Courses
Select the group appropriate to your research activities.

Choose one answer

- Biomedical
- Social / Behavioral Investigators **←**
- Data or Specimens Only Research.
- IRB Member
- Students conduct no more than minimal risk research
- Biosafety/Biosecurity
- Export Controls
- Not at this time. I require the Responsible Conduct of Research (RCR) course.
- Animal Care and Use
- Information Privacy Security (IPS)
- Good Clinical Practice (GCP)

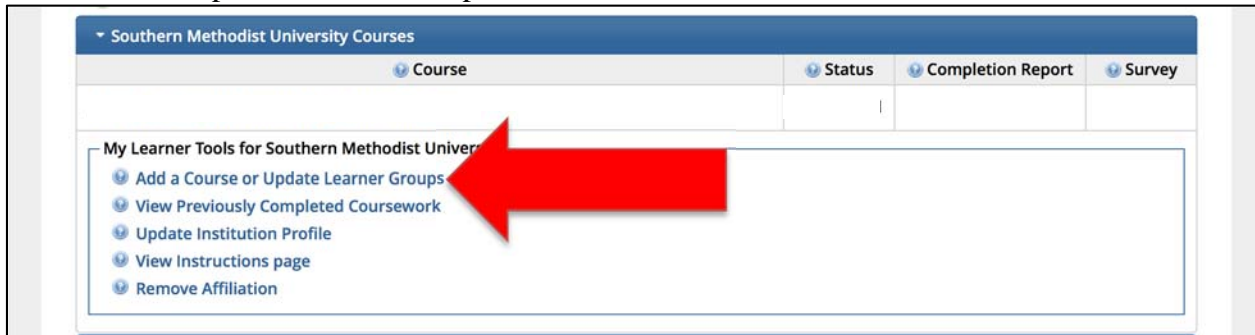


*****After you've finalized your registration, go to page 6.**

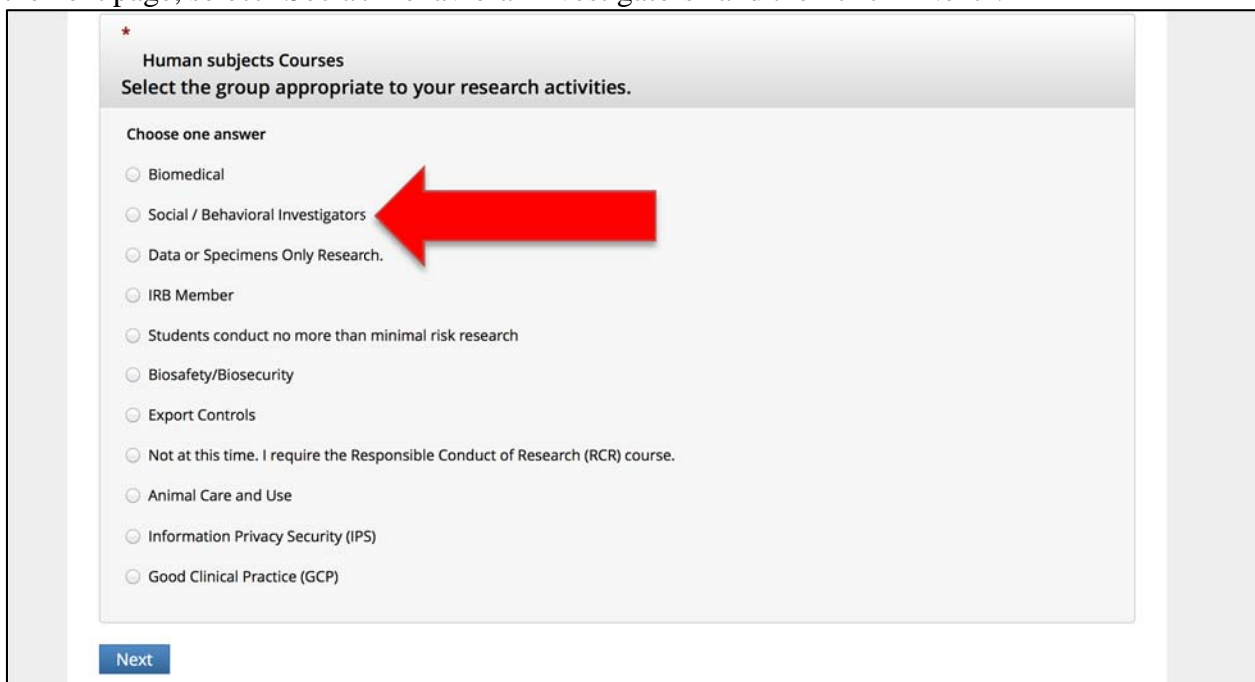
The following instructions are for those who have:

- Previously registered for CITI training but have not completed the “Social and Behavioral Research – Basic Course.”
- Previously taken the “Social and Behavioral Research – Basic Course,” but have not completed all 19 modules now required by SMU. **Please see #6 (page 8) for the list of required SMU modules.**
- Completed all 19 modules of the “Social and Behavioral Research – Basic Course” and need to add the “Social and Behavioral Research – Refresher Course.”

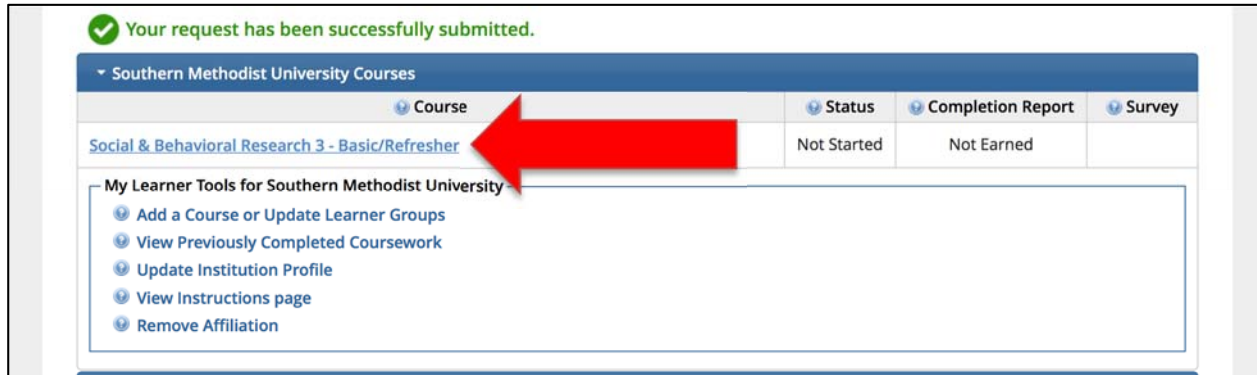
1. To add the “Social and Behavioral Research – Basic/Refresher Course” to your SMU Course list, click on “Add a Course or Update Learner Groups”.



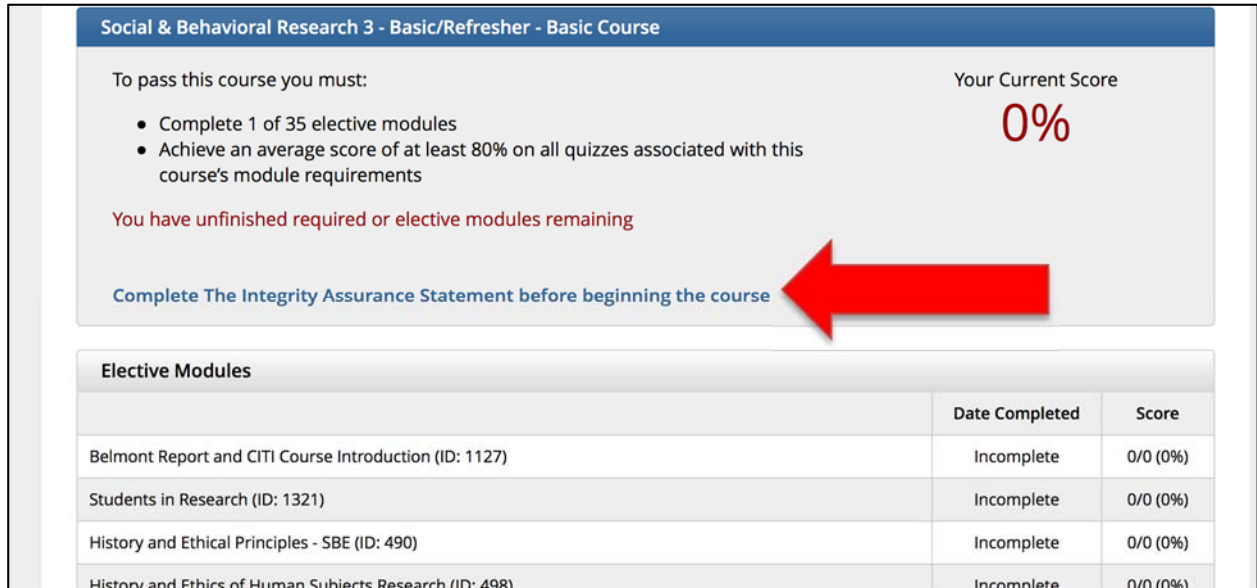
2. On the next page, select “Social/ Behavioral Investigators” and then click “Next”.



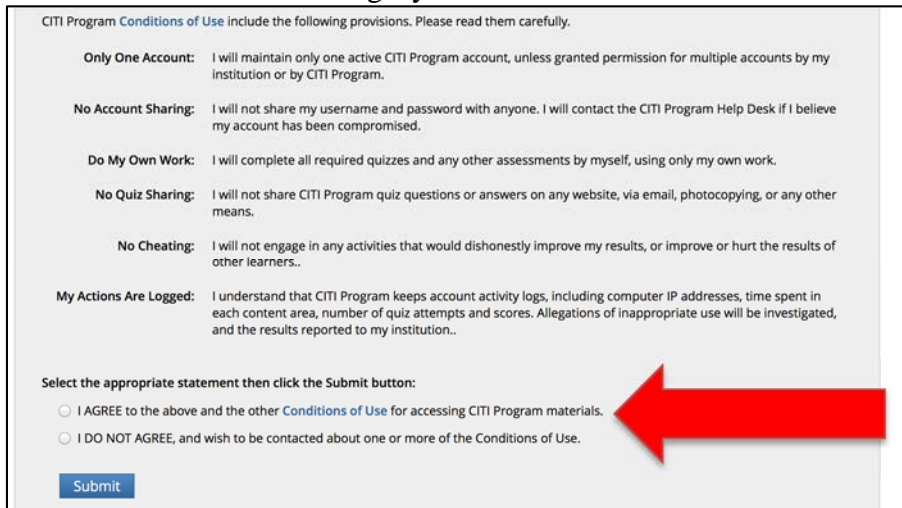
- Once you've completed registration, click on the "Social and Behavioral Research – Basic/Refresher" course.



- Below is the homepage for the "Social and Behavioral Research – Basic/Refresher – Basic Course" (The "Refresher Course" will look similar). Before you can complete any of the modules, you will have to complete the "Integrity Assurance Statement" by clicking on the link.



- You will AGREE with the "Integrity Assurance Statement" below and click submit.



6. Return to the “Social and Behavioral Research – Basic/Refresher Course” homepage to begin the modules.

For the Basic Course:

Even though the course website says you must complete 1 of 35 elective modules to pass, **SMU requires that you complete 19 modules to pass**, which will be displayed on the homepage below. The list of required modules is:

- The IRB Administrator's Responsibilities (ID: 13813)
- Belmont Report and CITI Course Introduction (ID: 1127)
- Students in Research (ID: 1321)
- History and Ethical Principles - SBE (ID: 490)
- Defining Research with Human Subjects - SBE (ID: 491)
- The Federal Regulations - SBE (ID: 502)
- Assessing Risk - SBE (ID: 503)
- Informed Consent - SBE (ID: 504)
- Privacy and Confidentiality - SBE (ID: 505)
- The IRB Member Module - 'What Every New IRB Member Needs to Know' (ID: 816)
- Research with Prisoners - SBE (ID: 506)
- Research with Children - SBE (ID: 507)
- Research in Public Elementary and Secondary Schools - SBE (ID: 508)
- International Research - SBE (ID: 509)
- Internet-Based Research - SBE (ID: 510)
- Research and HIPAA Privacy Protections (ID: 14)
- Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)
- Hot Topics (ID: 487)
- Conflicts of Interest in Research Involving Human Subjects (ID: 488)

Social & Behavioral Research 3 - Basic/Refresher - Basic Course

To pass this course you must:

- Complete 1 of 35 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Your Current Score

0%

Elective Modules	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	Incomplete	0/0 (0%)
Students in Research (ID: 1321)	Incomplete	0/0 (0%)
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 21)	Incomplete	0/0 (0%)

For the Refresher Course:

This should only be completed after you've completed the Basic Course and you need to renew your CITI certificate. **There are 9 required modules.**

7. **At the end of every module, there will be a quiz, which you must pass with a score of 80%.** After you have completed all modules, including quizzes/tests, you will receive a Certificate of Completion.

Saving your Certificate of Completion

- Save the certificate as a PDF (please do not save as screenshot)
- Email a copy of the PDF to your professor or the project director of the lab.
- Keep a copy for yourself for future reference

Instruction Updated: 10.05.15