CITI Instructions for First Time Users

CITI Program New Learner Account Registration

Go to www.citiprogram.org and click on the "Register" button located at the top right of the page.
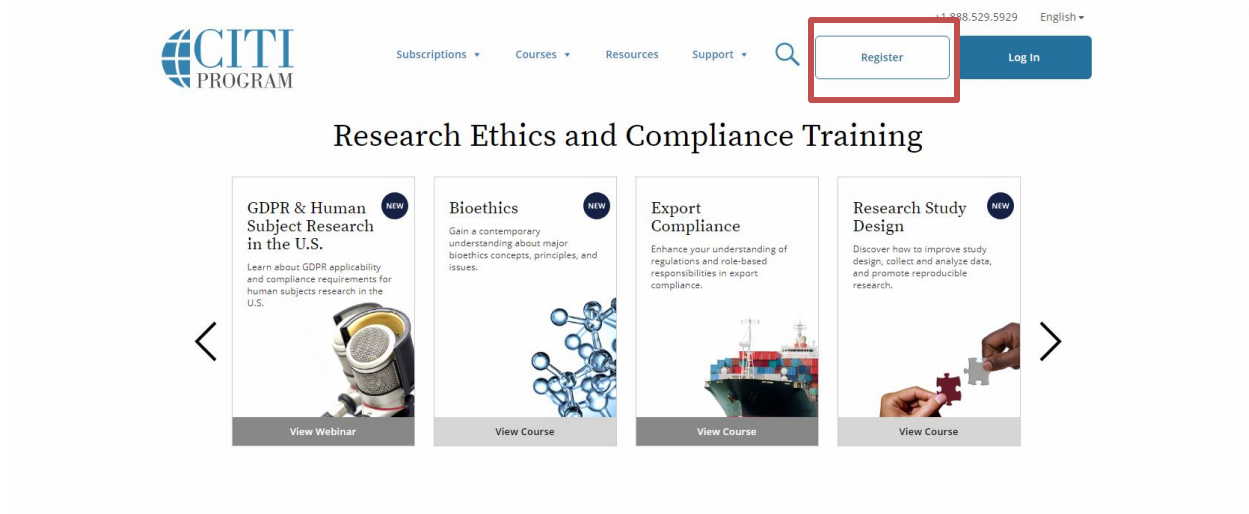
The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course.

Step 1 Choose "University of Tennessee at Chattanooga, The" and agree to the "Terms of Service." After selecting your institution, click "Continue to Step 2".

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 that you use an email address that you can access so you can complete the registration process by verifying the email.

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

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.

Secondary email address

Verify secondary email address

Continue to Step 3

At **Step 3** you will choose 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.

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

* 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

What's your mother's maiden name?   ▼

* Security Answer

Continue to Step 4

Step 4 requests your Country of Residence.

CITI - Learner Registration - University of Tennessee at Chattanooga, The

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

Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

This step is where you can also let CITI know your interest in participating in research surveys at a later date.

Step 6 requests additional information regarding your UTC email address, Department, and Role in research. The rest of the fields are optional.

Please provide the following information requested by University of Tennessee at Chattanooga, The

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

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

Enrolling in Human Subjects Research Basic Course

1. On Question #1 of the "Select Curriculum" page, select either **Biomedical Research Investigators** or **Social & Behavioral Research Investigators**, depending on your research area.

Question 1

Human Subjects Research

Please select the **Human Subjects Research BASIC** course most appropriate to your research activities.

Choose one answer

○ Biomedical Research Investigators

OR

○ Social & Behavioral Research Investigators

○ IRB Members

2. On Question # 2, select "I have not previously completed an approved Basic Course."

Question 2

Please select the **Human Subjects Research (HSR) REFRESHER** course most appropriate to your research activities. (Refresher course should be completed only after completion of the CITI HSR Basic course.)

Choose one answer

○ Biomedical Research Investigators

○ Social & Behavioral Research Investigators

○ IRB Members

○ I have not previously completed a CITI HSR Basic course.

3. On Question #3, select any of those populations that may apply in your research. **Note:** If you make a selection, additional course(s) will be populated in your course list.

Question 3

Please select the course(s) most appropriate to your research activities.

Choose all that apply

☐ Decisionally Impaired Persons
☐ Socially or Economically Disadvantaged Persons
☐ Research with Older Adults
☐ Adults with Disabilities and Impairments.
☐ Does not apply

4. Questions #3-11 are optional and may be skipped. Answering these questions will enroll you in additional, optional courses.

5. Select "Submit" at the bottom of the questionnaire.

Submit

6. After selecting your courses, you are given the opportunity to enroll with another institution if

needed. If your registration is complete, click on Finalize Registration. You will now be able to access the Main Menu of your account.

7. You should see the course titled "Biomedical Research Investigators" or "Social & Behavioral Research Investigators" listed in your Course List.

University of Tennessee at Chattanooga, The

Courses Ready to Begin

Learner Tools

University of Tennessee at Chattanooga, The
Biomedical Research Investigators
Stage 1 - Basic Course

0 / 13 modules completed

Start Now

8. When you click "Start Now" it will bring you to the following page. Be sure to read the prompts before marking "I Agree" and "Submit".

CITI Program's **Terms of Service** and **Privacy and Cookie Policy** include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact **CITI Program Support** if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

☐ I AGREE to the above, the **Terms of Service**, and the **Privacy and Cookie Policy**, in order to access CITI Program materials.

Cancel   **Submit**

9. You will be presented with a list of modules, with a short quiz following each module. All required modules within a course will need to be completed in order to earn a completion certificate. Course progress is automatically saved if you log out of CITI, so you may complete a course at your convenience. A quiz score average of 80% must be maintained to earn the Completion Certificate. Quizzes may be retaken as many times as necessary.

Required Modules

Complete all 13 required modules.

Modules	Completed	Score	
History and Ethics of Human Subjects Research (ID 498)	Incomplete	-	**Start**
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	-	Start
Informed Consent (ID 3)	Incomplete	-	Start
Social and Behavioral Research (SBR) for Biomedical Researchers (ID 4)	Incomplete	-	Start
Records-Based Research (ID 5)	Incomplete	-	Start
Genetic Research in Human Populations (ID 6)	Incomplete	-	Start
Research Involving Children (ID 9)	Incomplete	-	Start
Research and HIPAA Privacy Protections (ID 14)	Incomplete	-	Start

10. Once all required modules are completed, you will be prompted to save or print your Completion Certificate. Please save a copy of this certificate for your own records. The IRB office will be automatically notified of your completion by CITI, so there is no need to email it to us separately.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 1 OF 2
COURSEWORK REQUIREMENTS*

* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** ▮▮▮▮▮▮▮▮▮▮▮
- **Institution Affiliation:** University of Tennessee at Chattanooga, The (ID: 835)
- **Institution Email:** ▮▮▮▮▮▮▮▮▮▮▮
- **Institution Unit:** Office of Research Integrity

- **Curriculum Group:** Human Research
- **Course Learner Group:** Biomedical Research Investigators
- **Stage:** Stage 1 - Basic Course

- **Record ID:** 22088634
- **Completion Date:** 22-Dec-2016
- **Expiration Date:** 22-Dec-2018
- **Minimum Passing:** 80
- **Reported Score*:** 93

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Gender and Sexuality Diversity (GSD) in Human Research (ID: 16556)	20-Dec-2016	5/5 (100%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	20-Dec-2016	5/5 (100%)
Belmont Report and CITI Course Introduction (ID: 1127)	21-Dec-2016	3/3 (100%)
Research and HIPAA Privacy Protections (ID: 14)	22-Dec-2016	4/5 (80%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	22-Dec-2016	4/4 (100%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	22-Dec-2016	4/5 (80%)
The University of Tennessee at Chattanooga (ID: 1555)	22-Dec-2016	No Quiz

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

Verify at: www.citiprogram.org/verify/?kd22c4863-be33-4516-90ae-ff936b4becef-22088634

Collaborative Institutional Training Initiative (CITI Program)
Email: support@citiprogram.org
Phone: 888-529-5929
Web: https://www.citiprogram.org

11. HSR Certificates are current for 2 years, after which they will expire. You must maintain HSR certification for the length of your IRB project. You may renew your HSR Certificate by completing a CITI Refresher course or by retaking the Basic Course.

If you have questions about the CITI website, please visit the CITI Learner Support webpage or contact the UTC Office of Research Integrity at (423) 425-5867.