CITI Instructions for First Time Users

CITI Program New Learner Account Registration

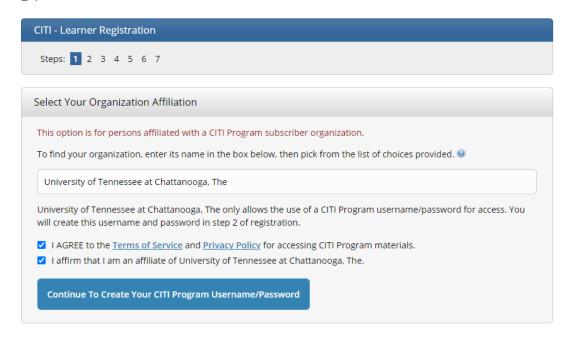
Go to <u>www.citiprogram.org</u> and click on the "Register" button located at the top right of the page.





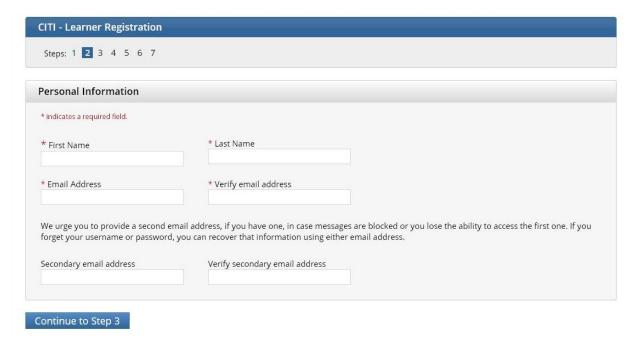
The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course.

Step 1 Choose "University of Tennessee at Chattanooga, The," agree to the "Terms of Service," and affirm that you are a UTC affiliate. After selecting your institution, click "Continue to Step 2".



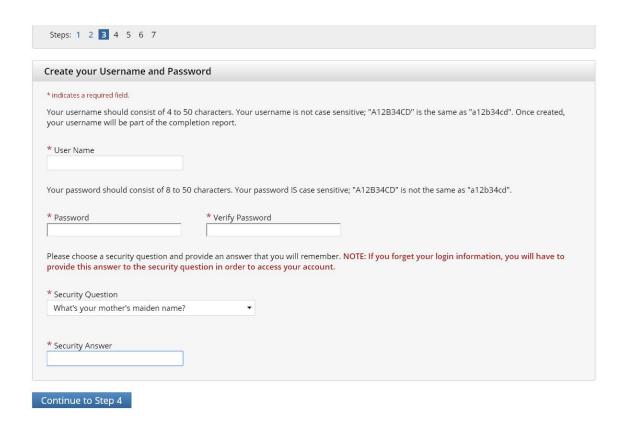
Step 2 requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

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

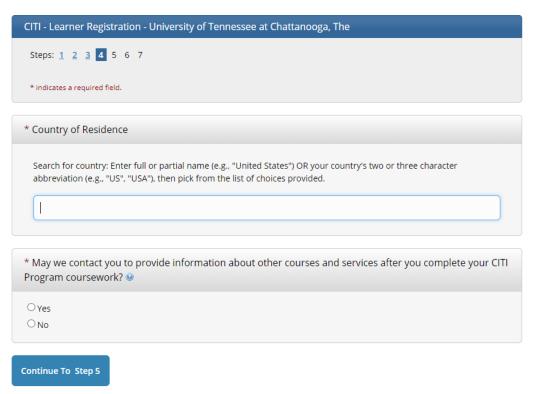


At **Step 3** you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

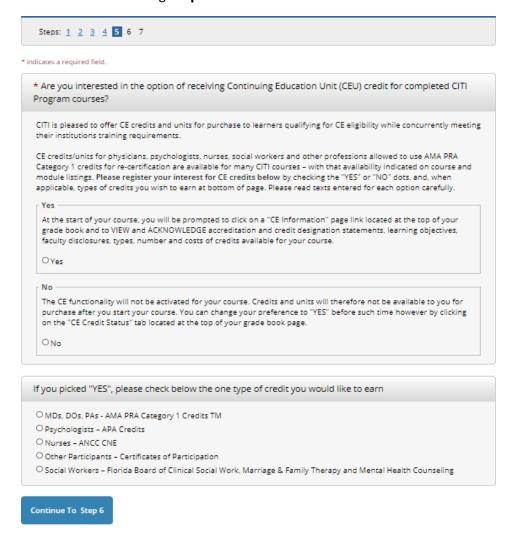
During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.



Step 4 requests your Country of Residence and asks if you want to be contacted about other CITI courses and services.

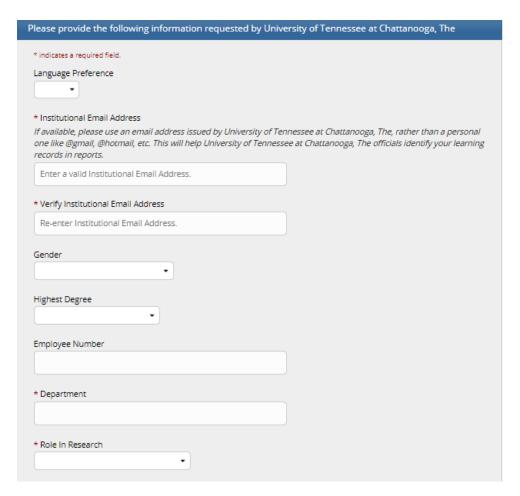


Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.



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.



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

Enrolling in Responsible and Ethical Conduct of Research Course

- 1. Skip down to Question #4. Do not select an answer to questions #1-3, or you will be enrolled in Human Subjects Research Courses.
- **2.** On Question #4 of the "Select Curriculum" page, select the RECR course most directly related to your research area, or the course mandated by your Research Professor.

Question 4
Responsible & Ethical Conduct of Research
Please select the Responsible Conduct of Research course(s) most appropriate to your research activities.
Introduction to RCR
Discipline-Specific RCR Courses Biomedical RCR Course
Humanities, Education, and Social and Behavioral RCR Course Physical Science RCR Course
Engineering RCR course Computer Science RCR Course
Administrators RCR Course
Advanced Topics in RCR Course

3. Questions #5-10 are optional and may be skipped. Answering these questions will enroll you in additional, optional courses. Question #11 is a required question that asks if you want to access the COVID-19 training course.

* Question 11

COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing I wish to access the course *COVID-19: Back to Campus (2020-2021)* and acknowledge that I have read and understood the statement below:

This course's materials were developed or reviewed by medical, research, and environmental health and safety professionals in coordination with the Association of American Medical Colleges (AAMC) in an effort to help researchers, students, and administrative staff, manage the risks associated with COVID-19 as they return to campus. Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. The materials are presented by the CITI Program for dissemination of information to members of the AAMC as well as other institutions. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. As such, this information must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. Lastly, the information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

NOTE: Access to this course will terminate on 1 March 2021.

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_	COVIII	-19.	Daur	C LO	Campus access	IIIICIUOES	ACCESS 10	11111	remore (OTHACL I	racing course.

Choose one answer

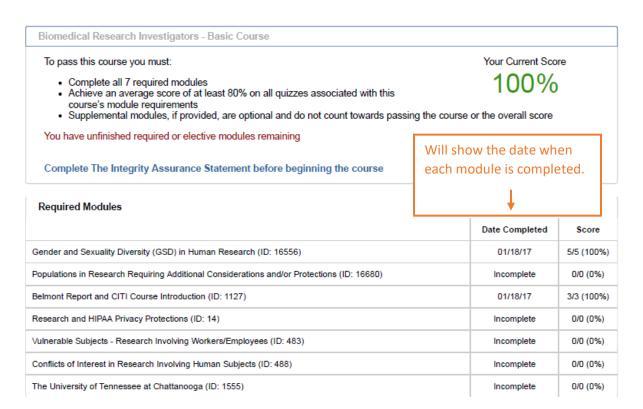
O Yes

O No

4. Select "Complete Registration" at the bottom of the questionnaire.

Complete Registration

- **5.** 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.
- **6.** You should see the courses listed in your Course List.
- 7. Begin a course by clicking on the course name. 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.



8. 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. If completed for a class or due to your participation in a research project, please notify your Research Professor.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)

COMPLETION REPORT - PART 1 OF 2 COURSEWORK REQUIREMENTS*

* NOTE: Scores on this <u>Requirements Report</u> 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

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