

# CITI Instructions for New Users – Responsible and Ethical Conduct of Research

**There are two ways to log in to CITI. Click the links below for step-by-step instructions.**

- 1) [CITI Program credentials](#); or
- 2) UTC's [Single Sign On \(SSO\)](#) credentials.

If you do not have a UTC ID, you will need to register (create) a new account, which will include creating a CITI username and password.

If you have a UTC ID, log in using your SSO credentials.

If you DO NOT have a UTC ID, register with following procedure:

To register a new account, visit [www.citiprogram.org](http://www.citiprogram.org) and click on the “Register” button located at the top right of the page.



## Training designed for research administration professionals

Get an introduction to research administration.

[View Courses](#)



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”.

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of Tennessee at Chattanooga, The

University of Tennessee at Chattanooga, The only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of University of Tennessee at Chattanooga, The.

[Continue To Create Your CITI Program Username/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 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

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

[Continue to Step 4](#)

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

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.

\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 🗣️

Yes

No

[Continue To Step 5](#)

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

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?

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 many CITI courses – with that availability indicated on course and module listings. 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 grade 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
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

[Continue To Step 6](#)

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 email address, Department, and role in research. If you are not a faculty/staff/student of UTC, select the Department that you are working with. 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  
*If available, please use an email address issued by University of Tennessee at Chattanooga, The, rather than a personal one like @gmail, @hotmail, etc. This will help University of Tennessee at Chattanooga, The officials identify your learning records in reports.*

Enter a valid Institutional Email Address.

\* Verify Institutional Email Address  
 Re-enter Institutional Email Address.

Gender

Highest Degree

Employee Number

\* Department

\* Role In Research

The questions in **Step 7** [enroll you in CITI Program courses.](#)

Logging in using Single Sign On Procedure – For Users with UTC ID.

1. **Log into CITI at [www.citiprogram.org](http://www.citiprogram.org).**
2. Click on the [Log In Through My Organization](#) tab and log in using your UTC ID and password.



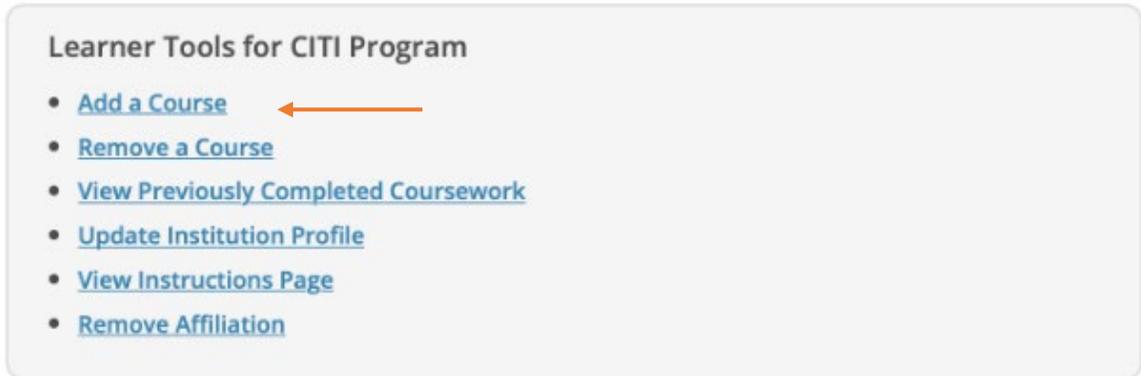
English ▾

[LOG IN](#)   [LOG IN THROUGH MY ORGANIZATION](#)   ~~← REGISTER~~

Username [Forgot?](#)

Password [Forgot?](#)

3. After logging in, Click the **View Courses** button next to your institution affiliation to begin courses.
4. Scroll down to the Learner Tools box and click “Add a Course”.



## Enrolling in Responsible and Ethical Conduct of Research Course

1. Skip down to Question #6. Do not select an answer to questions #1-5, or you will be enrolled in Human Subjects Research Courses.
2. On Question #6 of the "Select Curriculum" page, select the RECR course most directly related to your research area, or the course mandated by your Research Professor. *Note that the "Introduction to RCR" course does NOT meet the criteria for RECR training if you are on an NSF or USDA grant.*

### Question 6

#### 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

- Questions #7-14 are optional and may be skipped. Answering these questions will enroll you in additional, optional courses.
- Select "Complete Registration" at the bottom of the questionnaire.



- 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.
- You should see the courses listed in your Course List.
- 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.

**Biomedical Research Investigators - Basic Course**

To pass this course you must:

- Complete all 7 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score

# 100%

Will show the date when each module is completed.

↓

Required Modules	Date Completed	Score
Gender and Sexuality Diversity (GSD) in Human Research (ID: 16556)	01/18/17	5/5 (100%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Belmont Report and CITI Course Introduction (ID: 1127)	01/18/17	3/3 (100%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
The University of Tennessee at Chattanooga (ID: 1555)	Incomplete	0/0 (0%)

- 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 [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:** Alexa McClellan (ID: 3241727)
- **Institution Affiliation:** University of Tennessee at Chattanooga, The (ID: 835)
- **Institution Email:** alexa-mcclellan@utc.edu
- **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/2kd22c4863-be33-4516-90ae-ff936b4becef-22088634](http://www.citiprogram.org/verify/2kd22c4863-be33-4516-90ae-ff936b4becef-22088634)

Collaborative Institutional Training Initiative (CITI Program)

Email: [support@citiprogram.org](mailto:support@citiprogram.org)

Phone: 888-529-5929

Web: <https://www.citiprogram.org>

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.