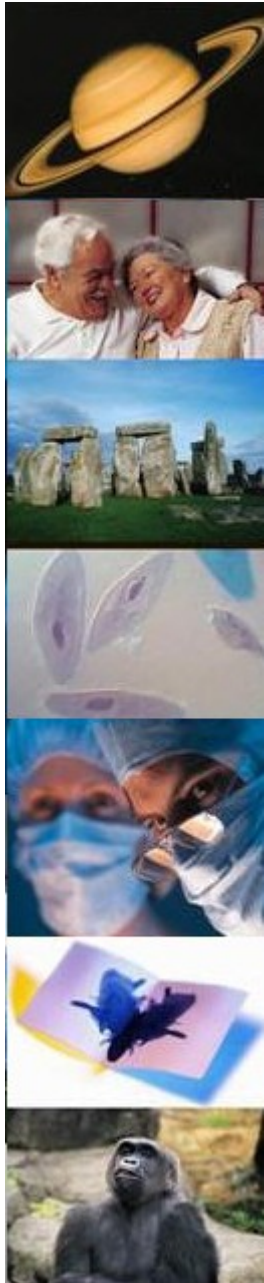


**INSTRUCTIONS FOR CITI ON-LINE TRAINING**

- 1) Web site for CITI is [www.citiprogram.org](http://www.citiprogram.org)
- 2) This is the first page you will encounter. CLICK on “Register Here” next to New Users then click on submit button.

**CITI Login and Registration Page**

- i** The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

**The CITI course is a protected site.** If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site. Write your username and password down and keep it secure. You will need it if you need to access CITI again.

- i** **New Users** [Register Here](#)
- i** **Already Registered?** [Login Below](#)

Username Password [Forgot username or password?](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to 1500 concurrent users. As learners log off others will be permitted to log on. A message will tell you how many are currently using/logged in to the site.

**Notice:** The CITI Course site is best viewed with Microsoft Internet Explorer ver. 5.0 or later or Firefox ver. 1.5 or later.

- 3) You should now see this page (see below). Complete steps 1-4 as follows:
- Step 1 - choose Cleveland Clinic Foundation from the drop-down menu box for Participating Institutions. **DO NOT** select anything for any of the other boxes in this step.
  - Step 2 – follow the instructions to create your unique user name and password. **WRITE IT DOWN FOR FUTURE REFERENCE.** You can log off and return to complete any modules not done.
  - Step 3 – enter your first name and last name
  - Step 4 – enter your e-mail address. **DO NOT ENTER A SCHOOL-BASED E-MAIL ADDRESS. DO NOT ENTER A SECONDARY E-MAIL ADDRESS.**
  - CLICK on the submit button.



### Complete Registration Steps 1-4 now.

---

Choose your institution from the appropriate dropdown menu. **Choose only one institution...** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

**Participating Institutions:**

**Veterans Affairs:**

**Department of Energy:**

**HIV/AIDS Network Coordination (HANC):**

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "\_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

**Username:**

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

**Password:**

**Verify Password:**

**First Name:**

(100 characters maximum)

**Last**

**Name:**

(100 characters maximum)

---

Enter your preferred email address.

**Preferred  
Email:**

(100 characters maximum)

**Verify  
Preferred  
Email:**

(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

**(DO NOT ENTER A SECONDARY EMAIL.)**

**Secondary  
Email:**

(100 characters maximum)

**Verify  
Secondary  
Email:**

(100 characters maximum)

---

- 4) You should now see this page (see below).
- a. Complete all of the requested information.
  - b. Under highest degree select “High school”
  - c. Under Employee Number use the one you were provided at Human Resources Orientation
  - d. Under department enter Office of Civic Education Initiatives
  - e. Under role in research select “Other”
  - f. Under office phone enter “216.297.8304”
  - g. Click on the submit button



Please provide the following information requested by *Cleveland Clinic Foundation*. Required fields are marked with an asterisk (\*).

* Gender: <input type="text"/>
* Highest degree: <input type="text"/>
* Employee Number: <input type="text"/>
* Department: <input type="text"/>
* What is your role in research?: <input type="text"/>
Address Field 1: <input type="text"/>
Address Field 2: <input type="text"/>
Address Field 3: <input type="text"/>
City: <input type="text"/>
State: <input type="text"/>
Zip/Postal Code: <input type="text"/>
Country: <input type="text"/>
* Office Phone: <input type="text"/>
Home Phone: <input type="text"/>
* May we re-contact you to complete a course survey?: CITI conducts new research surveys every 6-8 months to determine how learners use the course site and whether the Federal educational mandate is producing the intended result. We would like you to help us in the program evaluation.  Enter <b>YES</b> if we may contact you sometime in the future to request your participation in a survey study. Enter <b>NO</b> if you do not want to participate in a future study. <input type="text"/>

- 5) You should now see this page (see below). You are required to complete the BASIC course at this time.
- Click on "Continue to Question 1 at this time." **DO NOT CLICK ON ADD A COURSE OR UPDATE YOUR LEARNER GROUP.**
  - Farther down on the page, look for the section labeled "CITI Course Enrollment Questions"
  - Enter the following: Select Group 1 in statement 1; Select "I have not previously completed an approved Basic Course" in statement 2; **DO NOT** select any of the items listed in statement 3.
  - Click on the submit button.

## Select Curriculum - Cleveland Clinic Foundation



CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research.** Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

You will be provided a series of enrollment questions below.

Your responses will determine the curriculum for the courses you are going to take.

Please read the questions and responses carefully to make the best choice.

### Human Subjects Protection Course:

If you have NOT completed a CITI course at this Institution previously, you may be required to complete the BASIC course at this time.

If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-fresher course now.

You may be able to fulfill your refresher obligation with the CITI Good Clinical Practice Course. Please consult your IRB office.

For more detailed information review the instruction's page of your Institution. This page is available as a link at the top of this page

### Laboratory Animal Welfare Course

If you are planning to use lab animals in your work, you may be required to complete the CITI Lab Animal Welfare Course. You should:

Choose the appropriate courses according to your role in research and the species you use.

Choose all that apply.



Contact your IACUC Office if you have questions regarding your requirements.

---

## CITI Curriculum Selection

You may enroll in multiple courses. You can take the courses sequentially or together. You should use multiple login sessions. The available courses in the CITI program are:

### The Human Subjects Courses

Good Clinical Practice (GCP)

Health Information Privacy and Security (HIPS)

### The Lab Animal Welfare Courses

Responsible Conduct of Research (RCR)

## Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "Learner Main Menu" to come back here to change or update your course selections.

[Continue to Question 1 at this time.](#)

## CITI Course Enrollment Questions

### 1. Select the group appropriate to your research activities.

Choose one answer (**CHOOSE GROUP 1 ONLY IN STATEMENT 1**)

- Group 1:** Required for all researchers registering with the Cleveland Clinic Foundation.

---

### 2. Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

Choose one answer (**CHOOSE "I HAVE NOT PREVIOUSLY COMPLETED AN APPROVED BASIC COURSE" DO NOT CHOOSE GROUP 1 IN STATEMENT 2**)

- Group 1:** Required for all researchers registering with the Cleveland Clinic Foundation.
- I have not previously completed an approved Basic Course.**

---

### 3. Do you conduct or supervise studies that use laboratory animals?

**If YES, then you must complete the Basic course and the**

appropriate species-specific modules.

If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.

Choose the appropriate species-specific courses according to your work and interests.

**(DO NOT SELECT ANY CHOICES IN STATEMENT 3)**

Choose all that apply

- The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.
- If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

- I work with fish.  
This course is currently under construction and not available at this time.
  - I work with frogs, toads or other amphibians.
  - I work with lizards, snakes or other reptiles.  
**This course is currently under construction and not available at this time.**
  - I work with mice.
  - I work with rats.
  - I am involved in studies that have the potential to cause **"more than momentary pain and distress"** in mice or rats.
  - I work with hamsters.
  - I work with gerbils.
  - I work with guinea pigs.
  - I work with rabbits.
  - I work with cats.
  - I work with dogs.
  - I work with swine.
  - I work with non-human primates (NHP).
-

---

6) On this page below click on the NO button. **DO NOT click on YES** to affiliate with another organization.



### Select your institution or organization

You have registered with the following institution(s):

Cleveland Clinic Foundation

**At this point you can register with another institution. This could be very useful if:**

You are required to complete the requirements for a **VA Medical Center**.

You are collaborating with an investigator at another institution or organization that uses the CITI Program.

You are planning to move to another institution that uses the CITI Program.

You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

**Check "Yes" to affiliate with another institution.**

**Check "No" to continue with your current selection.**

---

7) On this page below, **ONLY CLICK ON the word “enter”** next to Human Research Not Started. Do not click on any thing else on the page.


---

## Learner's Menu

- This is the email address we have for you: (your e-mail address). If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution’s coursework requirements (see below).

[Affiliate with another institution](#)  | [Change username or password](#) | [CME/CEU credits](#)

**Cleveland Clinic Foundation** (ID: 307)

 [View Cleveland Clinic Foundation instructions page](#)

Your responses to the **Cleveland Clinic Foundation** enrollment question(s) have established the courses shown immediately below for you to complete. If this is *incorrect* use the "Add a course or update your learner group" link below to return to the enrollment questions.






 My Courses	Status	Completion Reports	 Voluntary Satisfaction Survey
--	--------	--------------------	---

---

<i>Human Research</i>	<b>Not Started - <a href="#">Enter</a></b>	Not Earned	Not Available
-----------------------	--	------------	---------------

 **[Add a course or update your learner groups for Cleveland Clinic Foundation](#)**

### Cleveland Clinic Foundation Learner Utilities

-  [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
-  [Update my profile information for Cleveland Clinic Foundation](#)
-  [Previous Coursework Completed](#)
-  [CME/CEU credits for human subjects protection coursework](#)
-  [Remove my affiliation from Cleveland Clinic Foundation](#)

- 8) This page lists all of the classes you are required to complete. Click on Introduction to start taking that module. Once you have completed it you will return to the page and either click on the next module or the prompt at the top of the page that says “Take the next required module.” The date you complete each module and your score will appear in the columns on the right. You can log off and return to complete any not done.

Take the next required module, *Introduction*.

Required Modules	Date	Score
▶ <a href="#">Introduction</a> (ID: 757)	Incomplete	
History and Ethical Principles (ID: 498)	Incomplete	
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	
Informed Consent (ID: 3)	Incomplete	
Social and Behavioral Research for Biomedical Researchers (ID: 4)	Incomplete	
Records-Based Research (ID: 5)	Incomplete	
Genetic Research in Human Populations (ID: 6)	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview (ID: 7)	Incomplete	
Vulnerable Subjects - Research Involving Minors (ID: 9)	Incomplete	
Vulnerable Subjects - Research Involving Pregnant Women and Fetuses in Utero (ID: 10)	Incomplete	
Group Harms: Research With Culturally or Medically Vulnerable Groups (ID: 11)	Incomplete	
FDA-Regulated Research (ID: 12)	Incomplete	
HIPAA and Human Subjects Research (ID: 14)	Incomplete	
Workers as Research Subjects-A Vulnerable Population (ID: 483)	Incomplete	
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	
Cleveland Clinic Foundation (ID: 737)	Incomplete	