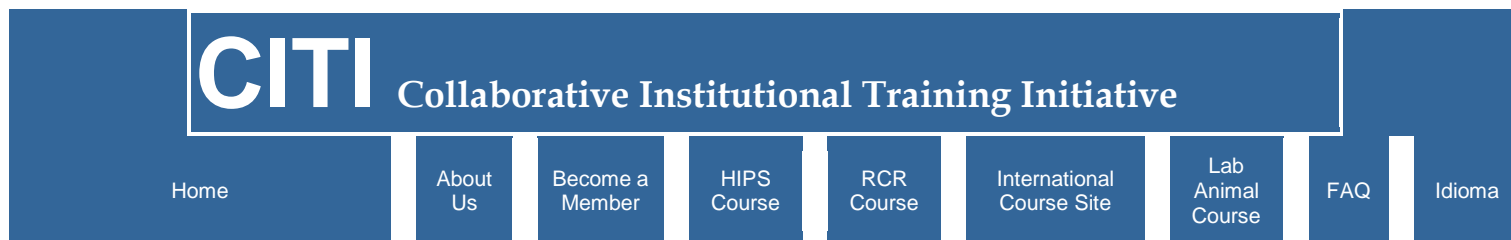


INSTRUCTIONS FOR CITI ON-LINE TRAINING

- 1) Web site for CITI is 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)

Submit Query

Cancel

- 4) You should now see this page (see below).
- Complete all of the requested information
 - Your only language choice is English
 - Under Institutional email reenter your own email
 - Under highest degree select "High school"
 - Under Employee Number use the one you were provided in the letter sent to you
 - Under department enter Office of Civic Education Initiatives

- g. Under role in research select "Other"
- h. Under office phone enter "216.297.8304"
- i. Click on the submit button



Member Information	(Your name should appear here)
* Language Preference:	<input type="text"/>
* Institutional email address:	<input type="text"/>
* 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?:	<input type="text"/>

You should now see the choices below. Select “I work with the Human Subjects Research” bubble.

Select Curriculum - Cleveland Clinic Foundation

Please select below your area of research.

Choose one answer

- I work with the LabAnimal Welfare
- I work with the Human Subjects Research

You should now see the choices below. Select “I want to enroll in a basic course” bubble.

Select Curriculum - Cleveland Clinic Foundation

Have you taken an approved CITI Basic course in the past 3 years?

Choose one answer

- No, I want to enroll in a basic course.
- Yes, I have already completed and passed a CITI basic course approved by the Cleveland Clinic Foundation.

You should now see the choices below. Select “Yes, I want to take the RCR course with Social and Behavior Focus” bubble.

Select Curriculum - Cleveland Clinic Foundation

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

- Yes, I want to take the RCR course with Biomedical Focus
- Yes, I want to take the RCR course with Social and Behavior Focus
- No thanks, maybe another time.

- 5) You should now see this page (see below).
- a. **DO NOT CLICK ON AFFILIATE WITH ANOTHER ORGANIZATION or CME/CEU CREDITS.**
 - b. **DO NOT CLICK ON ADD A COURSE OR UPDATE YOUR LEARNER GROUP.**
 - c. **DO NOT CLICK ON ANY OF THE OTHER COICES AT THE BOTTOM OF THE PAGE.**
 - d. You should have Human Research listed under my courses and Responsible Conduct of Research listed under my courses. Click on “Enter” to start each course.

Main Menu



- This is the email address we have for you: starlin@ccf.org. 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 login information](#) | [CME/CEU credits](#)

Cleveland Clinic Foundation






 [View Cleveland Clinic Foundation instructions page](#)

You have enrolled for the following courses:

 My Courses	Status	Completion Reports	 Voluntary Satisfaction Survey
<i>Human Research</i>	Not Started - Enter	Not Earned	Not Available
<i>Responsible Conduct of Research</i>	Not Started - Enter	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*

- 6) When you click on ENTER next to Human Research, this is the page you will see. This page lists all of the classes you are required to complete. Click and complete the Integrity Assurance Statement first. You will return to this page when done. Then 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.

Required Modules	Date Complete	Score
Complete <u>The Integrity Assurance Statement</u> before beginning the course.		
Introduction(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	

- 7) If you checked off the bubble under Responsible Conduct of Research, when you click on ENTER next to Responsible Conduct, this is the page you will see. This page lists all of the classes you are required to complete. Click and complete the Integrity Assurance Statement first. You will return to this page when done. Then 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.

Required Modules	Date Complete	Score
Complete <u>The Integrity Assurance Statement</u> before beginning the course.		
Introduction to the Responsible Conduct of Research (ID: 1248)	Incomplete	
Social & Behavioral Research Misconduct (ID: 1495)	Incomplete	
Data Acquisition and Management Module - Social & Behavioral (ID: 1523)	Incomplete	
Responsible Authorship and Publication in SBR (ID: 1518)	Incomplete	
Responsible Peer Review Module in SBR (ID: 1521)	Incomplete	
Responsible Mentoring Basic Module * (ID: 1625)	Incomplete	
Social & Behavioral Science Conflicts of Interest and Commitment Module (ID: 1462)	Incomplete	
Responsible Conduct of Collaborative Science Module - Social & Behavioral Research (ID: 1484)	Incomplete	
Cleveland Clinic Foundation (ID: 737)	Incomplete	
The CITI RCR Course Completion Page. (ID: 1043)	Incomplete	