

Create and Use a CITI Online Training Account

Registering for an account:

Navigate to the CITI home page: <https://www.citiprogram.org/> and **register** to create an account (do NOT use “Log in through my institution” as we are not set up that way)

Over 8.8 million CITI Program courses have been completed since 2000

Search for your Organization Affiliation (Tip: typing “North” will bring up a list that has NCSU toward the middle of the screen)

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

north

- Advanced Medical Research Institute of Canada (AMRIC)/ Health Sciences North
- Baptist Health Medical Center - North Little Rock
- Biomedical Research Foundation of Northwest Louisiana
- California Northstate University
- California State University, Northridge
- Education Northwest
- Mercy Medical Center - North Iowa
- North Carolina Agricultural & Technical State University
- North Carolina Central University
- North Carolina State University
- North Central College
- North Dakota State University

Continue to Step 2, fill in your **Personal Information** and **Continue to Step 3** (Note: you do not have to provide a secondary email address)

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](#)

Create your Username and Password (Tip: your user name can be your NCSU email address)

CITI - Learner Registration - North Carolina State University

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 to enter your country of residence

Continue to Step 5 and select whether you'd like courses to be eligible for Continuing Education Units (CEUs) (Note: 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. CE credits are available *for purchase*.)

Continue to Step 6 and fill in NCSU required fields.

Continue to Step 7 and select curriculum (if desired). Note: you do not have to fill out this section but will need to come back to it to enroll in a course. See Appendix A for specific NCSU instructions from the CITI website.

Complete Registration! You can now “Finalize Registration” and begin learning.

Taking a course:

When you log in, you will begin at the “Main Menu” where you can access your courses:

The screenshot shows the CITI PROGRAM interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is on the right. Below the header is a navigation bar with links: "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". The "Main Menu" link is highlighted with a mouse cursor. Below the navigation bar, there is a section titled "North Carolina State University Courses" with a dropdown arrow. This section contains a table with columns: "Course", "Status", "Completion Report", and "Survey". The table lists three courses: "CITI Export Controls Course", "NIFA Funded", and "Social/Behavioral Research Course". The "CITI Export Controls Course" row is highlighted with a yellow box. Below the table, there is a section titled "My Learner Tools for North Carolina State University" with a list of tools: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom, there are two blue buttons: "Click here to affiliate with another institution" and "Affiliate as an Independent Learner".

Course	Status	Completion Report	Survey
CITI Export Controls Course	Not Started	Not Earned	
NIFA Funded	Not Started	Not Earned	
Social/Behavioral Research Course	Not Started	Not Earned	

- My Learner Tools for North Carolina State University
 - Add a Course or Update Learner Groups
 - View Previously Completed Coursework
 - Update Institution Profile
 - View Instructions page
 - Remove Affiliation

Click here to affiliate with another institution

Affiliate as an Independent Learner

Tip: most courses require that you take modules in a certain order. You will not be able to access different sections until you have completed the ones prior.

APPENDIX A: NCSU Instructions from CITI Website

CITI Program For The Protection of Human Research
Subjects

NC STATE UNIVERSITY

Instructions for *CITI* Learners

The curriculum for your course in the protection of human subjects has been defined by your institution according to your role in human subject research.

To Start the Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in human subject research.
2. Your institution has prescribed your course curriculum.
3. After you submit, you will be given the opportunity to affiliate with a VA Medical Center. If you are not doing work at a VA Medical center, answer "**NO**" and **Submit**.
4. The next page is the **Learner Menu**. This page lists the courses you have chosen. The Learner menu also provides a number of **Course Utilities** designed to help you.
 - You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
 - You may "**View/Update your Learner Group**" This link will take you to the enrollment questions and permit you to change your "**Learner Group**" by providing new responses to the enrollment questions.
5. The link to the **Grade Book** will permit you to **Begin the Course**.
6. Complete the required modules and associated quizzes.
7. Complete any "**Elective**" modules.

8. When you complete all Required Modules in your curriculum, you will be shown a link to "[Review Completed and Optional Modules](#)" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
9. When you complete all required modules successfully, you will be shown a link to

[View course completion history and print completion certificates](#)

The **Basic Course** will require 4-6 hours to complete depending on the curriculum prescribed by your organization. [You are encouraged to use multiple log on sessions.](#)

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report.
- Submit a voluntary, anonymous user satisfaction survey.

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305 243-7970.
- Questions regarding your requirements should be addressed to your IRB training coordinator.

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