

CITI Online Training – Instructions for Faculty Researchers

The College of Saint Benedict and Saint John's University (CSB/SJU) Institutional Review Board subscribes to CITI (Collaborative Institutional Training Initiative) to meet training needs for its members and researchers working with human subjects. CITI offers courses in a variety of research-related topics and is used by thousands of subscribing academic institutions, government agencies, and commercial organizations to train their researchers. CSB/SJU faculty members conducting research that involves human subjects are encouraged to complete research ethics training.

1. Go to <http://www.citiprogram.org>.
2. Click on **Register to Create an account**.

The screenshot shows the CITI Program website. In the top right navigation bar, the 'Register' button is circled in red. The main content area has the heading 'The Trusted Standard in Research, Ethics, and Compliance Training' and a graphic of a hand holding a DNA helix over a classroom. A blue banner at the bottom of the main content area reads 'Utilized by the Top-25 Best National Universities*'. A yellow footer bar contains a cookie consent message and an 'ACCEPT' button.

3. Select **College of Saint Benedict/Saint John's University** as your **Organization Affiliation** (begin typing "College of Saint Benedict/Saint John's University" in the search box and the full name should appear). Check the **Terms of Service** box and the box affirming you are affiliated with CSB/SJU. Then click **Continue to Create Your CITI Program Username/Password**.

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.

College of Saint Benedict/Saint John's University

College of Saint Benedict/Saint John's University 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 College of Saint Benedict/Saint John's University.

Continue To Create Your CITI Program Username/Password

4. Enter required personal information, then click **Continue to Step 3**.

Personal Information

* indicates a required field.

<p>* First Name <input type="text"/></p>	<p>* Last Name <input type="text"/></p>
<p>* Email Address <input type="text"/></p>	<p>* Verify email address <input type="text"/></p>

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.

<p>Secondary email address <input type="text"/></p>	<p>Verify secondary email address <input type="text"/></p>
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Continue to Step 3

5. Create your username and password, select a security question and answer, and then click **Continue to Step 4**.

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".

<p>* Password <input type="password"/></p>	<p>* Verify Password <input type="password"/></p>
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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

6. Select country of residence, then click **Continue to Step 5**.

*** 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.

Continue to Step 5

7. Regarding Continuing Education Unit (CEU) credit, select “**No**”, unless the CEU credit is required for your professional recertification. After completing the questions, click **Continue to Step 6**.

*** 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 grad 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

*** Can CITI Program contact you at a later date regarding participation in research surveys? **

- Yes
- No
- Not sure. Ask me later

[Continue to Step 6](#)

8. Provide the information requested by the College of Saint Benedict/St. John's University (you only need to fill out the required fields), then click **Continue to Step 7**.

Please provide the following information requested by College of Saint Benedict/Saint John's University

* indicates a required field.

Language Preference

* Institutional Email Address
If available, please use an email address issued by College of Saint Benedict/Saint John's University, rather than a personal one like @gmail, @hotmail, etc. This will help College of Saint Benedict/Saint John's University 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

9. Select the appropriate research category for the type of training you need, then click **Next**.

* Please choose your appropriate research category below:

Choose all that apply

Human Subjects Research

Responsible Conduct of Research (RCR)

Information Privacy and Security (IPS)

Conflict of Interest

Revised Common Rule

COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing

Next

10. Select the appropriate type of course (**Basic** or **Refresher**), then click **Next**.

*** Are you required to complete a Human Subjects Basic Course or a Refresher course?**

Choose one answer

I am required to complete a **Basic Course**.

I have completed the Basic Course previously or have been instructed to complete the **Refresher Course**.

Next

11. Select the appropriate learner group from the choices, then click **Next**.

*** Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.**

Choose one answer

Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

Students conducting no more than minimal risk research

Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

IRB Chair

Not at this time.

Next

12. You should now see a welcome message that looks similar to the screen shot below. Click **Finalize registration**.

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **College of Saint Benedict/Saint John's University** is complete.

[Finalize registration](#)

13. Click on **View Courses**.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

College of Saint Benedict/Saint John's University	View Courses
Would you like to affiliate with another Institution?	Add Affiliation
Would you like to remove an existing affiliation?	Remove Affiliation

14. The course you registered for will appear. Click **Start Now** to enter the course.

15. Carefully read The Assurance Statement, check the box located to the left of **I AGREE to the above and the other Terms of Service ...**. Then, click **Submit**.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

16. Proceed by clicking **Start** for the first module in the course. Some modules are available in two formats, either Audio-Visual (Video) or Classic (Text and Static Images). Choose the format you prefer. Most modules have a quiz at the end, and you must pass the quiz to move on to the next module in the course.

17. After you have completed your selected course, you will be able to save or print your **Completion Report** or your **Completion Certificate** to verify that you have completed the training. To do so, click on "Access Your Completion Records" from the list of Post-Course Completion Options. Then, click on "View/Print" which will create a PDF of the document, and you can download and save that PDF.

You will also receive an email containing links to your Completion Report and your Completion Certificate.

18. **Reviewing the Course or Completing Additional Courses.** After you have completed your selected course, you may use your same CITI login at a later date to go back and review the material, or to complete another course. If you have any questions, please contact the IRB chair (irb@csbsju.edu).