

Collaborative Institutional Training Initiative (CITI)

BY SHARLA MILES
OFFICE OF RESEARCH & SPONSORED PROGRAMS
SAM HOUSTON STATE UNIVERSITY
December 18, 2013



USA - English



Text Size: A A

[Log In](#) | [Register](#) | [Help](#)



Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base



[Home](#) | [About Us](#) | [Courses](#) | [Become a Subscriber](#) | [CE Credits](#) | [News and Events](#) | [Resources](#) | [Contact Us](#)



Over 5.0 million CITI Program courses have been completed since 2000

Username

Password

[Log In](#)

[Forgot Username or Password?](#)

Create an account

[Register](#)

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

For new users, click "Register"



CITI Program Announcements

- [Using the New CITI Program Website \(August 2013\)](#)
- [CITI Program Quarterly Newsletter \(July 2013\)](#)
- [Updated Responsible Conduct of Research Content \(June 2013\)](#)
- [New Human Subjects Research Refresher Courses \(April 2013\)](#)
- [CITI Program Quarterly Newsletter \(March 2013\)](#)
- [New Module for Site Administrators: Using CITI Program Content \(February 2013\)](#)
- [Are You Thinking About Participating in a Research Study? Read CITI's Module for Research Participants \(January 2013\)](#)
- [More...](#)



Help & Support

- [How do I register?](#)
- [Merge duplicate accounts](#)
- [I forgot my Username or Password](#)
- [More...](#)

URL: www.citiprogram.org

Step 1—Select an Institution

CITI - Learner Registration

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

* Select An Institution

* indicates a required field.

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

Sacred Heart Health System - Pensacola, Florida

- Sacred Heart University, Inc.
- Saginaw Valley State University
- Saint Agnes Medical Center
- Saint Alphonsus Regional Medical Center
- Saint Anne's Hospital
- Saint Anselm College
- Saint Francis Health System
- Saint Francis Hospital and Medical Center - Hartford
- Saint Joseph Mercy Health System
- Saint Joseph's Hospital Health Center - Syracuse
- Saint Joseph's University
- Saint Leo University
- Saint Louis University
- Saint Luke's Hospital - Kansas City
- Saint Mary's College of California
- Saint Mary's University of Minnesota
- Saint Mary-of-the-Woods College
- Saint Michael's Medical Center
- Saint Peter's University Hospital
- Saint Xavier University
- Salem Health
- Salem State University
- Salisbury University
- Salus University
- Sam Houston State University**
- Samaritan Health Services
- San Francisco State University
- San Jose State University
- Sanford Health
- Santa Clara University

learner. (Fees apply.)
be as a participating institution.

Continue to Step 2

1. The only concern here is choosing your **Participating Institutions**. SHSU is found in the alphabetical list in the drop-down menu. Do Not complete any other fields for **Select An Institution**.
2. Click “Continue to Step 2.”

Step 2—Personal Information



Collaborative Institutional Training Initiative
at the University of Miami

[Home](#) | [About Us](#) | [Courses](#) | [Become a Subscriber](#) | [CE Credits](#) | [News and Events](#) | [Resources](#) | [Contact Us](#)

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

If you have a secondary 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.

Secondary email address

Verify secondary email address

[Continue to Step 3](#)

- Enter your First and Last Name (this should be the same as what is on record with SHSU).
- Enter your SHSU email address and verify the email.
- It is not a requirement that you enter a secondary email.
- Click “Continue to Step 3.”

Step 3: Create your Username and Password

[Home](#) | [About Us](#) | [Courses](#) | [Become a Subscriber](#) | [CE Credits](#) | [News and Events](#) | [Resources](#) | [Contact Us](#)

CITI - Learner Registration

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](#)

- Recommended: Use the same username and password that you created to log into your SHSU student account.
- Choose a Security Question.
- Answer the question.
- Click "Continue to Step 4."

Step 4: Gender, Ethnicity and Race

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ

Why does CITI Program use these categories? ⓘ

Why does CITI Program ask about your gender? ⓘ

* indicates a required field.

* Your Gender Is:

- Male
- Female
- I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

- Hispanic or Latino ⓘ
- Not Hispanic or Latino
- I would rather not disclose

* Your Race Is: (You may choose more than one)

- American Indian or Alaska Native ⓘ
- Black or African American ⓘ
- Asian ⓘ
- Native Hawaiian or Other Pacific Islander ⓘ
- White ⓘ
- I would rather not disclose

[Continue to Step 5](#)

- Answer the questions.
- Note: you have the option of selecting “I would rather not disclose.”
- Click “Continue to Step 5.”

Step 5: Continuing Education Credits

CITI - Learner Registration

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?

If you answer "yes", you will be provided with information before you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will not see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- AMA PRA Category 1 Credits
- Nurses (CNE Credits)
- Other
- Psychologists (CEP Credits)

* 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

- ALERT: SHSU does not subscribe to the CEU option in CITI; therefore, select NO for **both** questions.
- Click “Continue to Step 6.”

Step 6: Information requested by SHSU

Please provide the following information requested by Sam Houston State University

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

- Complete user questionnaire.
- See next slide for further information.

Step 6 continued: Information requested by SHSU—Role in Research

Highest degree

Employee Number

* Department

* Role in research

Clinical Researcher
Co-Investigator
Compliance Officer
Data manager
IACUC Administrator
IACUC Chair
IACUC Member
Institutional Official
Interviewer
IRB administrator
IRB Chair
IRB Member
Lab. Research Staff
Pharmacist
Principal Investigator
Recruiter
Research Administrator
Research Assistant
Research Fellow - Post Graduate
Research Integrity Officer
Site Coordinator
Social Worker
Statistician
Student Researcher - Graduate level
Student Researcher - Undergraduate
Study Coordinator
Study nurse
Veterinarian

Phone

For Undergraduate students, select **Student Researcher – Undergraduate.**

For Graduate students, select **Student Researcher – Graduate.** For Faculty, select **Principal Investigator.**

Click “Continue to Step 7.”

Continue to Step 7

Select Curriculum – Question #1 Responsible Conduct in Research (RCR)

Select Curriculum - Sam Houston State University

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

[View instructions page](#)

Question 1

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose all that apply

- SHSU Research Administrators
- RCR for Social, Behavioral, and Education (SBE) Sciences
- RCR for Physical Sciences
- RCR for Humanities
- Not at this time

Select *RCR for Social, Behavioral, and Education (SBE) Sciences* course

Select Curriculum – Question #2 Human Subjects

Question 2

Human Subjects

Do you conduct studies that involve Human Subjects? Choose the appropriate course:

Choose one answer

- Social and Behavioral Research Students
- Social and Behavioral Research (for Faculty)
- Not at this time.

Select *Not at this time*

Select Curriculum – Question #3 Conflicts of Interest

* Question 3

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No

Select *No*

Select Curriculum – Question #4 Laboratory Animal Welfare

Question 4

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- "Working with the IACUC Course" is required if you plan to use lab animals in your work.
- IACUC Community Member
- If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

- Reducing Pain and Distress in Laboratory Mice and Rats Groups
- I work with Mice. Family: Muridae Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rabbits, Family: Leporidae
- Using Hazardous and Toxic Agents in Animals
- Working with Fish in Research Settings
- I work with Zebrafish: Danio rerio
- Not at this time.

Select *Not at this time*

Select Curriculum – Question #5 IRB Chair

* Question 5

Would you like to take the IRB Chair course?

Choose one answer

- Yes
- Not at this time.

Select *Not at this time*

Select Curriculum – Submit your Curriculum Changes

* Question 5

Would you like to take the IRB Chair course?

Choose one answer

- Yes
- Not at this time.

Submit

Click **Submit**; Returns to Learner Menu where course will be located for you to begin



CITI - Learner Registration

Your registration with **Sam Houston State University** is complete. You must make a selection below to continue.

[Affiliate with another institution](#)
[Finalize registration](#)

Click “Finalize registration”



USA - English



Text Size: A A

[Log In](#) | [Register](#) | [Help](#)



CITI - Learner Registration Complete

Thank you. You will receive a confirmation email from citiprogram-noreply@med.miami.edu which will include the next step in finalizing your registration. Please check your spam folder for this email and if you have any questions or need assistance, contact CITI Support at citisupport@med.miami.edu

The above message instructs you on how to complete your registration.

ANY QUESTIONS?

PLEASE CONTACT SHARLA MILES IN ORSP

AT 936-294-4875 OR BY EMAIL AT

SHARLA_MILES@SHSU.EDU

LINKS: http://www.shsu.edu/~rgs_www/irb/

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

http://www.shsu.edu/~rgs_www/