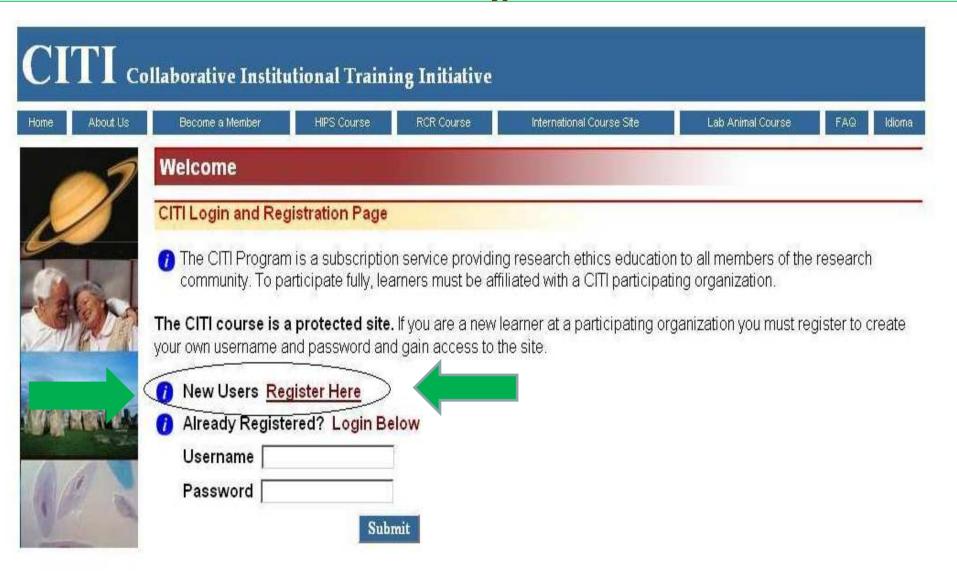


How to register as a new user with CITI Program & complete your CITI training

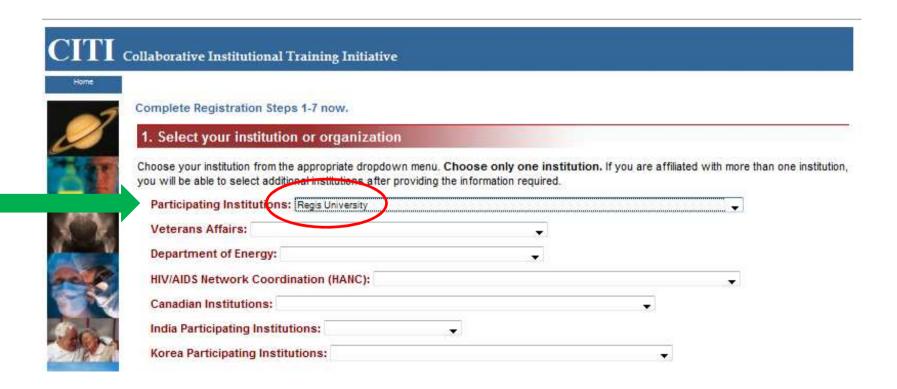


Log on to CITI homepage: www.citiprogram.org and click on the New Users Register Here link



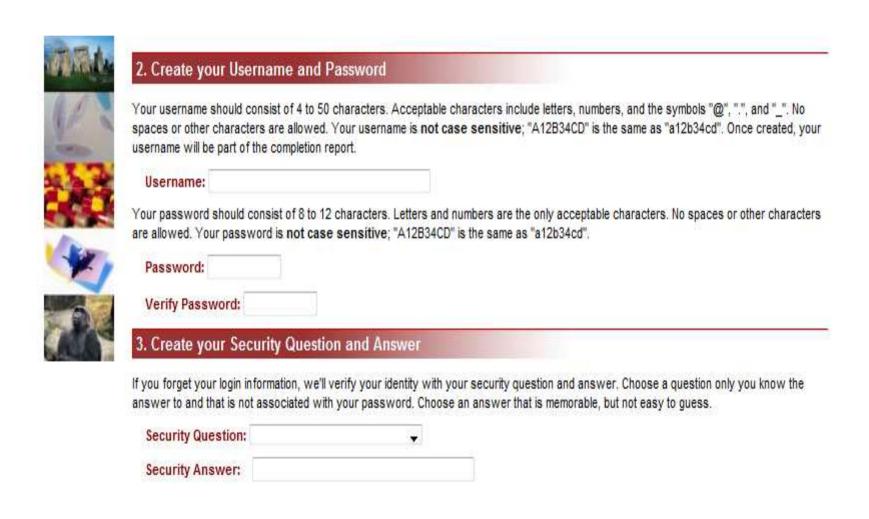


- Answer the seven sections on the CITI Course Registration page:
- 1. Select you institution or organization Select the Participating Institutions drop-down field and select Regis



2. Create a Username and Password

3. Create your Security Question and Answer



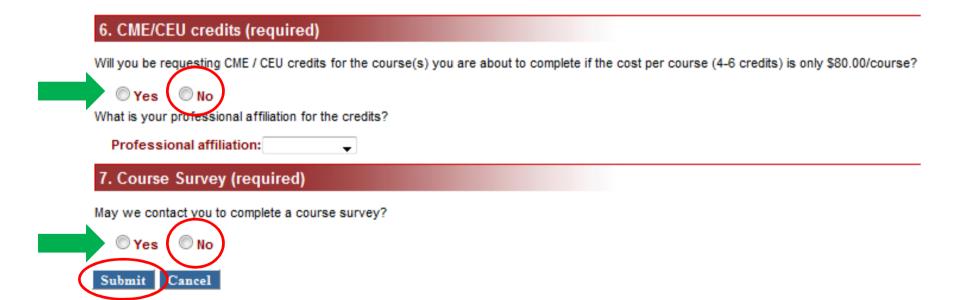
4. Enter your name in the First Name and Last Name Fields

5. Enter your email address, secondary email is optional

4. Enter your nar	ne
First Name:	
	naracters maximum)
Last Name:	
(100 cl	aracters maximum)
5. Enter your em	ail address
Enter your preferred e	mail address.
Preferred Email:	
(00 characters maximum)
Verify Preferred I	mail:
	(100 characters maximum)
_	mail address that can be used in case your preferred email address changes, enter it below. If you forget your d, it will be mailed both to your preferred email address and your secondary email address.
Secondary Email:	
	100 characters maximum)
Verify Secondary	Email:
	(100 characters maximum)

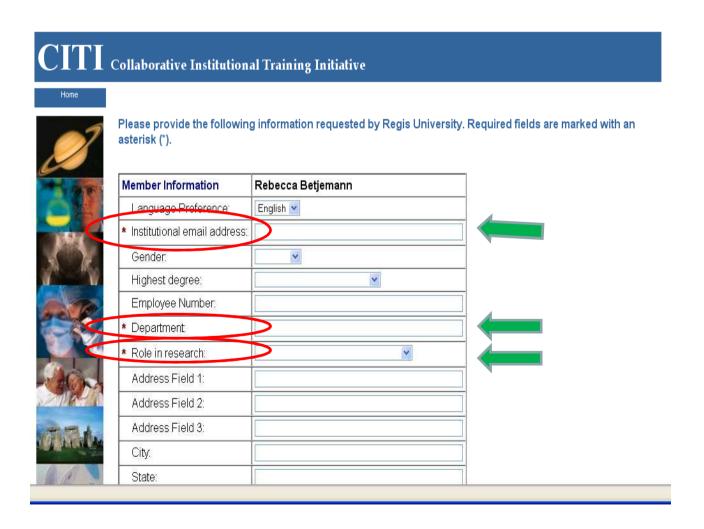


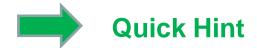
- Answering no to both questions is appropriate
 - 6. CME/CEU Credits
 - 7. Course Survey
- Click "Submit" to continue.





• Fill in only the questions with asterisks





Click on the link at the bottom of the page

CITI Collaborative Institutional Training Initiative

Resources

Select Curriculum - Regis University

Review the Regis University instructions page.



CITI Course Enrollment Procedure

CIT) provides courses in Human Subjects Protection, Good Clinical Practice, Health information and Privacy, Lab Animal Viveltare, 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 VVeifare 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 VVeifare Courses
- ▶ Responsible Conduct of Research (RCR)

Changing Your Course Selections Later

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

Continue to Question 1 at this time.



Question 1: Select Social Behavioral Investigators and Key Personnel

CITI Course Enrollment Questions

Select the group appropriate to your research activities.

Choose one answer

- Biomedical Research Investigators and Key Personnel:
- Social Behavioral Research Investigators and Key Personnel:
 - IRB Reference Resource: If you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you MUST enroll in one of the Groups listed above and complete the required course content to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" for ongoing access and resource use of all CITI modules.



Question 2: Select "I have not previously completed an approved Basic Course"

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

- Biomedical Research Investigators and Key Personnel:
- Social Behavioral Research Investigators and Key Personnel:
- IRB Reference Resource: If you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you MUST enroll in one of the Groups listed above and complete the required course content to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" for ongoing access and resource use of all CITI modules.
- I have not previously completed an approved Basic Course.



Question 3: Choose the animal research options (if any) that apply to you.

Click "Continue" when you are finished.

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

- If YES, then you must complete 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.

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).





Click No to continue with your current affiliation selection (should be Regis)

Check Yes to affiliate with another institution.

Check No to continue with your current selection.



This will take you to your Main Menu, which is where you can see the courses you are signed up for, and begin your course work.



Once Registered

How to Access your CITI Modules



On the Main Menu page, you should see the courses you need to take listed under "My Courses"



Resources | Select Language | Logoff

Main Menu

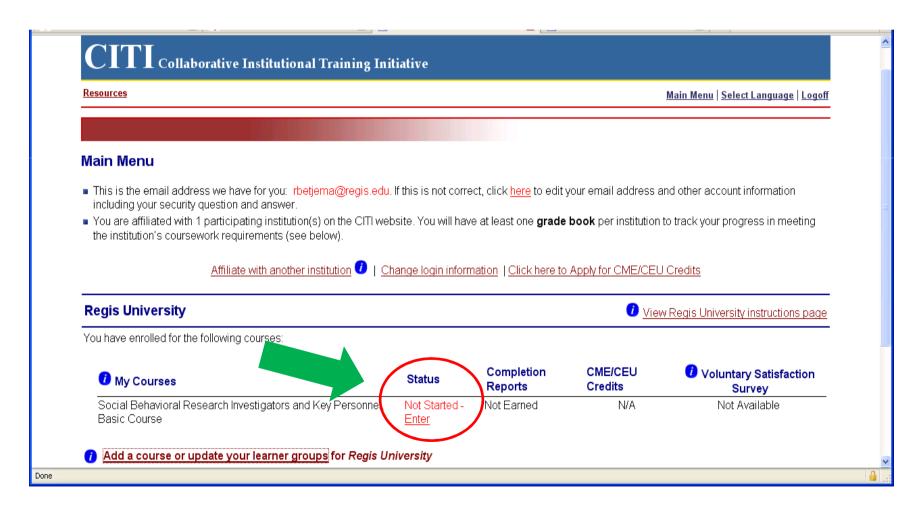
- This is the email address we have for you: rbetjema@regis.edu. If this is not correct, click here to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one grade book per institution to track your progress in meeting
 the institution's coursework requirements (see below).

Regis University 🕖 View Regis University instructions page You have enrolled for the following courses: CME/CEU Voluntary Satisfaction Completion My Courses Status Reports Credits Survey Social Behavioral Research Investigators and Key Personnel, Not Started -N/A Not Earned Not Available Basic Course Enter

Add a course or update your learner groups for Regis University



At the Main Menu page, under My Courses and Status, click on the "Not Started-Enter" link





This will bring up the list of required modules for you to take.

Start by clicking on the link for "The Integrity Assurance Statement" – once you have completed this, you will have access to the other modules.

Read each module and take the corresponding quiz

The minimum "passing" aggregate score of 80% for the quizzes is required. A running tally is compiled in the Grade Book.

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
Introduction	Incomplete	
History and Ethical Principles - SBR	Incomplete	
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Informed Consent - SBR	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Regis University	Incomplete	

NOTE: You do not have to complete all your course work at one time! You can log out and log back in at a later time to continue where you left off.



Accessing your CITI Completion Report



Once you have completed all the necessary modules for your course, click on the Print link under Completion Reports from your Main Menu

 This will bring you to a page with your completion report, which you can print.

Main Menu

- This is the email address we have for you: "beternativegis edu. If this is not correct, click here to edit your email address and other account information including your security question and answer.
- 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).





Accessing additional modules & courses

After completing the Basic Modules



Once you complete all Required modules in your curriculum, you can do additional modules. There are 2 places to get additional course work:

1. Click on the link to "Optional Modules" on the Main Menu page

Main Menu

Remove my affiliation from Regis University

\mathbf{G} ■ This is the email address we have for you: rbetiema@regis.edu. If this is not correct, click here to edit your email address and other account information including your security 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 | Click here to Apply for CME/CEU Credits Regis University View Regis University instructions page You have enrolled for the following courses: Mv Courses Social Behavioral Research Investigators and Key Personnel, Basic Course Passed - 08/21/10 Print CME/CEU Credits Please Complete Now Add a course or update your learner groups for Regis University Regis University Learner Utilities 🚺 Optional Modules 🌽 ompletion is completely voluntary and will not count toward a completed course) Update my profile information for Regis University See a list of all modules that you have completed (goes back to approximately May 2005) Click here to see your previously completed coursework for Regis University

Optional Module Options

Optional Modules - Regis University

Note: Optional modules are provided for your general interest and suggested reading only!

- You do not receive "extra credit" for completing them.
- ▶ They do not show up on any completion reports.
- ▶ They will be credited in a grade book if you subsequently enroll in a course that includes them.
- A record of all modules you complete is maintained in the database. Follow the link to see your previous coursework

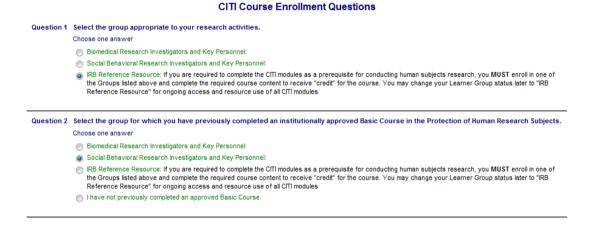
Optional Modules For Social Behavioral Research Investigators and Key Personnel	Already Taken?	Score
<u>Introduction</u>	Taken 03/31/11	No Quiz
History and Ethical Principles - SBR	Taken 08/20/10	100
The Regulations and The Social and Behavioral Sciences - SBR	Taken 08/20/10	100
Assessing Risk in Social and Behavioral Sciences - SBR	Taken 08/20/10	100
Informed Consent - SBR	Taken 08/20/10	100
Privacy and Confidentiality - SBR	Taken 08/21/10	100
International Research - SBR	Taken 08/21/10	100
Human Subjects Research at the VA	Optional	-
Research and HIPAA Privacy Protections	Optional	-
Workers as Research Subjects-A Vulnerable Population	Optional	-
Hot Topics	Optional	-
Conflicts of Interest in Research Involving Human Subjects	Optional	-
The IRB Member Module - "What Every New IRB Member Needs to Know"	Optional	-
Refresher Course 101 Introduction	Optional	-
SBR 101 REFRESHER MODULE 1. History and Ethics	Optional	-
SBR 101 REFRESHER MODULE 2. Regulatory Overview	Optional	-
SBR 101 REFRESHER MODULE 3. Fundamental Issues.	Optional	-
SBR 101 REFRESHER MODULE 4. Vulnerable Subjects	Optional	-
SBR 101 REFRESHER MODULE 5. Additional Topics	Optional	-
How to Complete The CITI Refresher Course and Receive the Completion Report	Optional	_
Regis University	Taken 08/21/10	No Quiz

2. The second way to access Additional Course Options

- Click on the link "Add a course or update your learner groups" in your Main Menu, you can access additional courses, such as the IRB training course.
 - This will take you back to the original "CITI Course Enrollment Questions", where changing your answers will allow access to additional specific modules, such as Research with Vulnerable Populations, etc.

For example:

 In CITI Course Enrollment Questions, for Q1, change answer to "IRB Reference Resource" and for Q2, change to "Social Behavioral Research Investigators and Key Personnel"



 This will give you access to the "IRB Reference Resource: Basic Course". (A list of the modules is on the next page.)



IRB Reference Resource: Basic Course Modules

lective Modules Required: 28 Completed: 11	Date Complete	Score
History and Ethical Principles - SBR	Completed 08/20/10	4/4 (100%)
History and Ethical Principles	Incomplete	
Defining Research with Human Subjects - SBR	Completed 08/20/10	5/5 (100%)
The Regulations and The Social and Behavioral Sciences - SBR	Completed 08/20/10	5/5 (100%)
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Completed 08/20/10	5/5 (100%)
Informed Consent - SBR	Completed 08/20/10	5/5 (100%)
Informed Consent	Incomplete	
Privacy and Confidentiality - SBR	Completed 08/21/10	3/3 (100%
Social and Behavioral Research for Biomedical Researchers	Incomplete	
Records-Based Research	Incomplete	
Genetic Research in Human Populations	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Research with Prisoners - SBR	Completed 08/21/10	4/4 (100%
Vulnerable Subjects - Research with Prisoners	Incomplete	
Research with Children - SBR	Completed 08/21/10	4/4 (100%
Vulnerable Subjects - Research Involving Minors	Incomplete	
Research in Public Elementary and Secondary Schools - SBR	Completed 08/21/10	4/4 (100%
Vulnerable Subjects - Research Involving Pregnant Women and Fetuses in Utero	Incomplete	
International Research - SBR	Completed 08/21/10	3/3 (100%
International Studies	Incomplete	
Internet Research - SBR	Completed 08/21/10	4/4 (100%
Group Harms: Research With Culturally or Medically Vulnerable Groups	Incomplete	
FDA-Regulated Research	Incomplete	
Human Subjects Research at the VA	Incomplete	
Research and HIPAA Privacy Protections	Incomplete	
Workers as Research Subjects-A Vulnerable Population	Incomplete	
Hot Topics	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Incomplete	
The IRB Member Module - "What Every New IRB Member Needs to Know"	Incomplete	