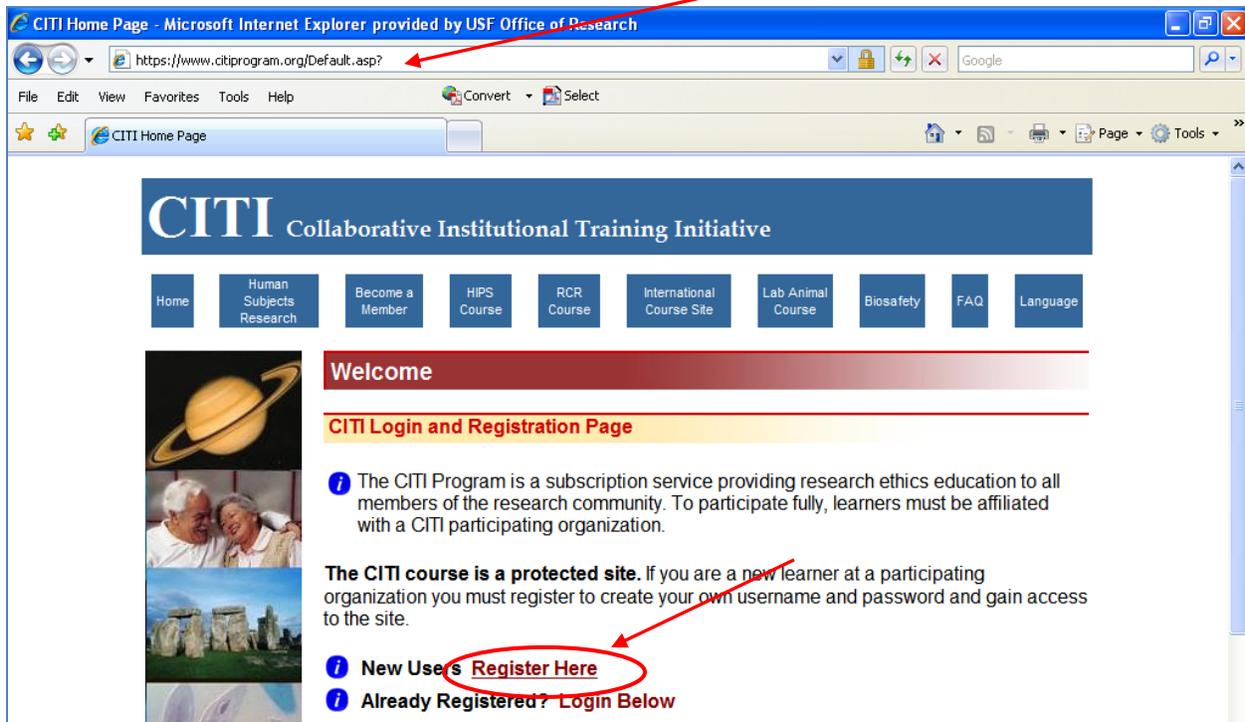


University of South Florida: Instructions for Completing the CITI Program Registration Process

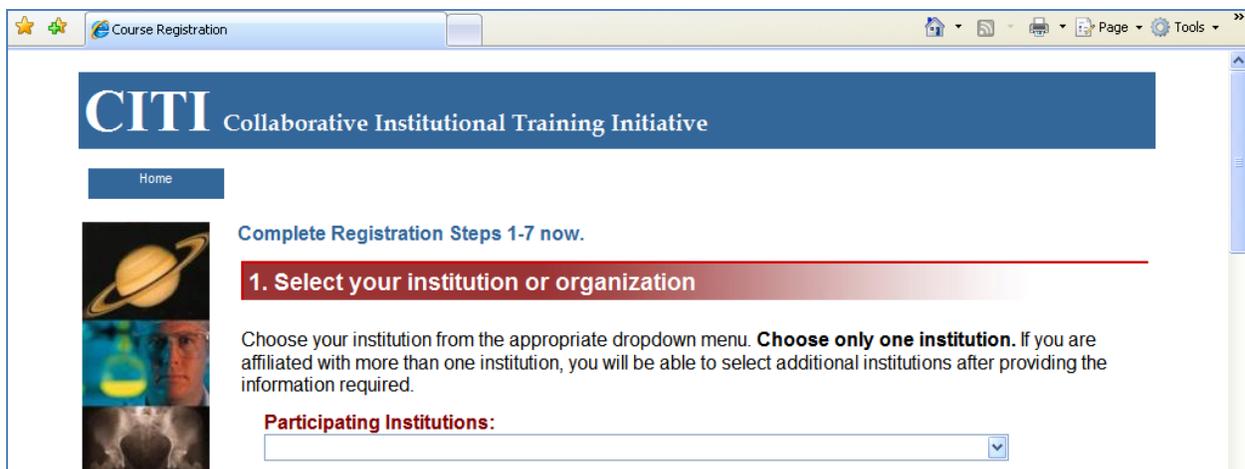
Step 1:

Log in to www.citiprogram.org and click on "Register Here."



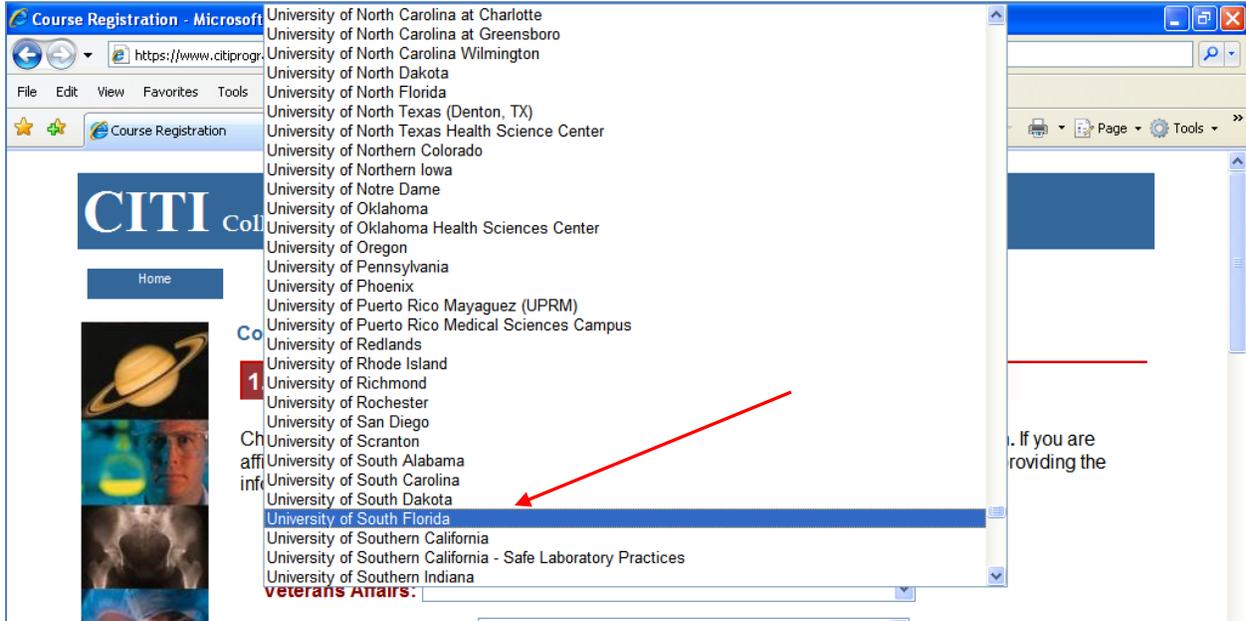
Step 2:

The registration screen will appear.



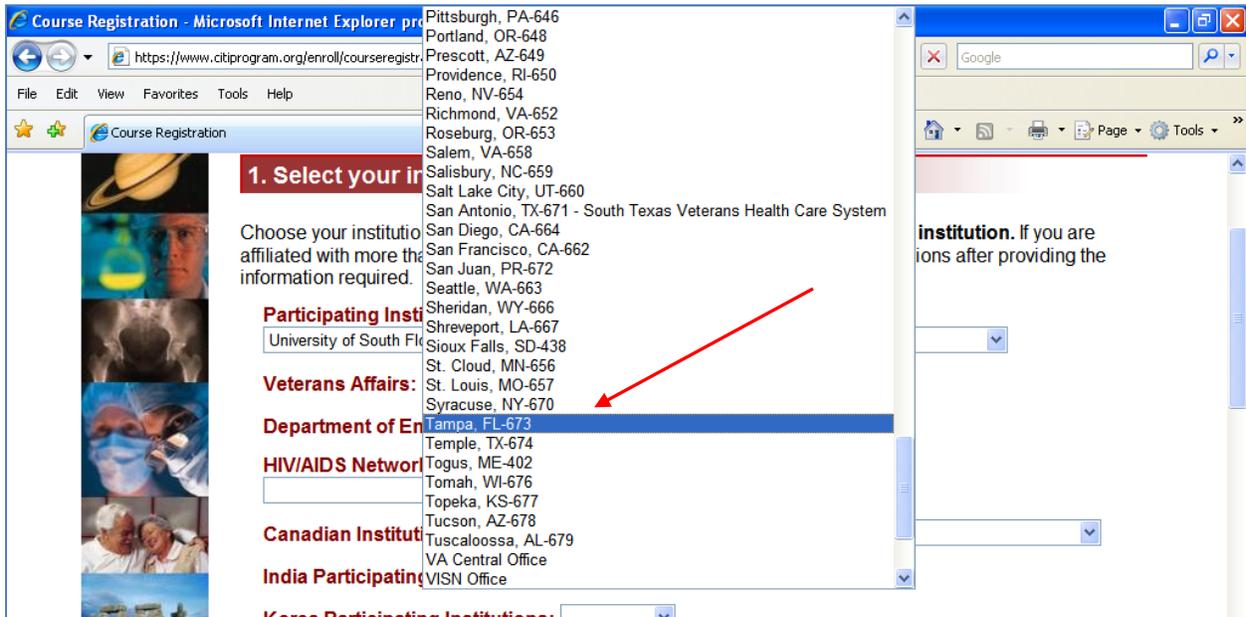
Step 3:

Choose "University of South Florida" from the drop down list of available "Participating Institutions."



Step 4 – (OPTIONAL: for VA Researchers only):

IF you are also affiliated with the James A. Haley VA, you may choose at this time to also affiliate with the VA through the CITI program's system by selecting "Tampa, FL-673" from the drop down list associated with "Veterans Affairs."



Step 5:

Select and enter a Username and Password, choose from the list of available security questions, enter your answer to the security question, and enter your first and last name.

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:

3. Create your Security Question and Answer

If you forget your login information, we'll verify your identity with your security question and answer. Choose a question only you know the answer to and that is not associated with your password. Choose an answer that is memorable, but not easy to guess.

Security Question:

Security Answer:

4. Enter your name

First Name:
(100 characters maximum)

Last Name:
(100 characters maximum)

Step 6:

Enter a primary email address (such as your work email) and, if desired, a secondary email address (such as a personal account)

5. Enter your email address

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.

Secondary Email:
(100 characters maximum)

Verify Secondary Email:
(100 characters maximum)

Step 7:

If desired, you may elect to request CME/CEU credits from CITI. It is important to note, however, that this is **NOT** funded by USF. Once you have completed your selection regarding CME/CEU credits, respond yes or no to the course survey question. Completing the course survey is optional. After answering the question regarding the course survey, click on "Submit" to complete the registration process.

6. CME/CEU credits (required)

Will you be requesting CME / CEU credits for the course(s) you are about to complete if the cost per course (4-6 credits) is only \$10.00/course?

Yes No

What is your professional affiliation for the credits?

Professional affiliation:

7. Course Survey (required)

May we contact you to complete a course survey?

Yes No

Step 8:

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CITI Collaborative Institutional Training Initiative

Home

Please provide the following information requested by University of South Florida. Required fields are marked with an asterisk (*).

Member Information	
Language Preference:	English <input type="button" value="v"/>
* Institutional email address:	<input type="text"/>
* Gender:	<input type="button" value="v"/>
* Highest degree:	<input type="button" value="v"/>
Employee Number:	<input type="text"/>
* Department:	<input type="text"/>
* What is your role in research?:	<input type="button" value="v"/>
Address Field 1:	<input type="text"/>
Address Field 2:	<input type="text"/>
Address Field 3:	<input type="text"/>
City:	<input type="text"/>

YOUR NAME WILL BE HERE

USF EmplID or UID here. This information is REQUIRED for certification of USF training requirements. Module completion results will NOT be recorded in GEMS if the Employee Number field is left blank.

Step 9:

Continue completing all required and non-required, but applicable, fields. In addition to the “U” number, USF employees are also encouraged to enter their USF NetID where indicated. When finished, click on “Submit” to continue to the next screen.

The screenshot shows a registration form with the following fields:

- * Institutional email address: [text input]
- * Gender: [Female ▼]
- * Highest degree: [dropdown menu]
- Employee Number: [ENTER YOUR "U" NUMBER HERE!]
- * Department: [text input]
- * What is your role in research?: [dropdown menu]
- Address Field 1: [text input]
- Address Field 2: [text input]
- Address Field 3: [text input]
- City: [text input]
- State: [text input]
- Zip/Postal Code: [text input]
- Country: [text input]
- * Office Phone: [text input]
- Home Phone: [text input]
- USF Net ID: [text input]

At the bottom of the form are two buttons: "Submit" and "Cancel". A red arrow points from the "Submit" button to the "USF Net ID" field. Another red arrow points from a callout box to the "USF Net ID" field. The callout box contains the text "Enter 'USF NetID' Here".

Step 10:

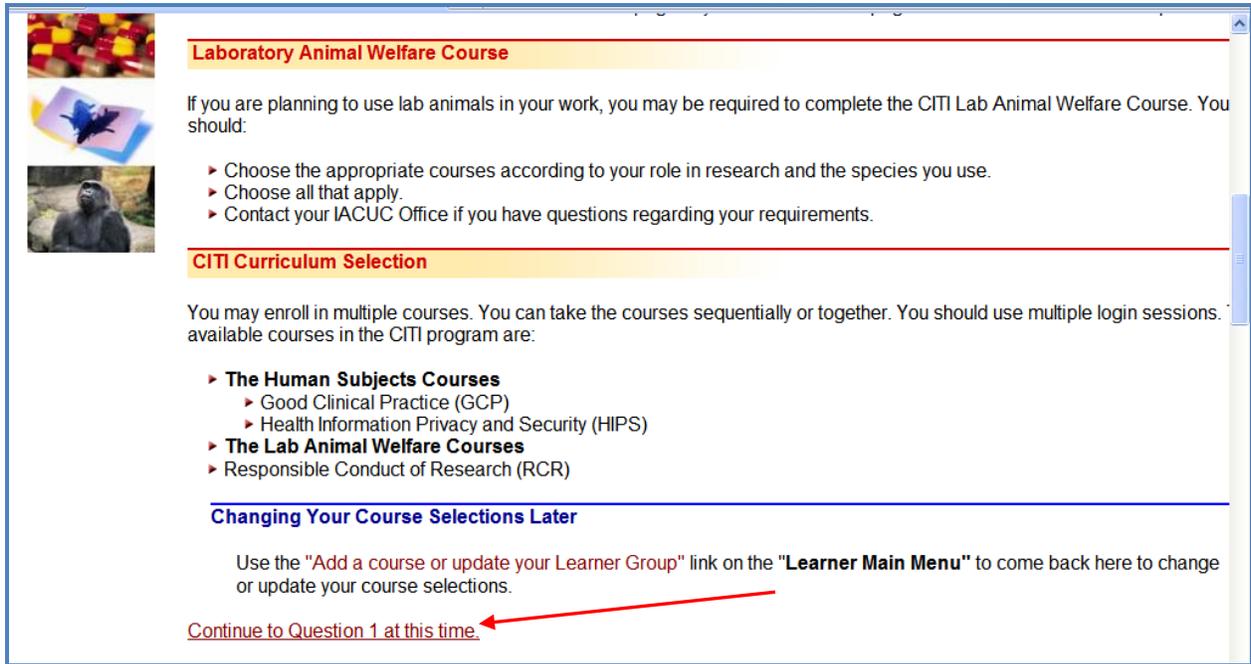
The next step in the process is to help the CITI site identify which courses are most appropriate for you to take, based upon the type of research that you conduct. Read the instructions carefully.

The screenshot shows the CITI website interface. At the top, it says "CITI Collaborative Institutional Training Initiative". Below that is a "Home" button. The main content area is titled "Select Curriculum - University of South Florida". It features a horizontal strip of various scientific and medical images. Below this strip is a red banner with the text "CITI Course Enrollment Procedure". Underneath the banner, there is a paragraph of text: "CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research.** Your organization likely has several requirements and perhaps some options to meet your instructional obligations." Below this paragraph is a list of three bullet points:

- ▶ 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.

Step 11:

After completely reading the instructions, click on the hyperlink, "Continue to Question 1 at this time," or continue scrolling down to reach question 1.



The screenshot shows a web page with a blue border. On the left, there are three small images: a pile of colorful pills, a blue butterfly, and a grey monkey. The main content area has a yellow header for "Laboratory Animal Welfare Course" and a red header for "CITI Curriculum Selection".

Laboratory Animal Welfare 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. available courses in the CITI program are:

- ▶ **The Human Subjects Courses**
 - ▶ Good Clinical Practice (GCP)
 - ▶ Health Information Privacy and Security (HIPS)
- ▶ **The Lab Animal Welfare Courses**
 - ▶ Responsible Conduct of Research (RCR)

Changing Your Course Selections Later

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

[Continue to Question 1 at this time.](#)

Step 12:

Select the answers that most accurately describe your role in research. All researchers should complete the first question. If you have previously completed a CITI course at another institution, you may select one of the first two responses for question two, otherwise click on the third response (NOTE – if you have previously registered with the CITI program at another institution, you may choose to affiliate with USF in Step 15.)



The screenshot shows a web page titled "CITI Course Enrollment Questions" with a blue border. It contains two numbered questions with radio button options.

CITI Course Enrollment Questions

1. Select the group appropriate to your research activities.
Choose one answer

- Biomedical Investigators and Key Personnel
- Social / Behavioral Investigators and Key Personnel
- Curso Biomédico
- Buenas Practicas Clínicas

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 Investigators and Key Personnel
- Social / Behavioral Investigators and Key Personnel
- I have not previously completed an approved Basic Course.

Step 13:

If you are a VA employee, you may select the choice that most accurately describes your personal situation; otherwise, select the final choice for question 3. **If NSF or NIH funds your research, you may be required to complete a course in the Responsible Conduct of Research.** If this is the case, for question 4, select the option or options that most accurately describe your research.

3. Click to indicate which situation best describes your status in VA human subjects web-based training:
Choose one answer

- I completed the basic VA human subjects protection and GCP web course in 2006 on the VA EES website, or completed the same in this CITI site. (You will be placed in the second stage of the VA curriculum.)
- I did not take (or did not complete) required VA training on human subjects protection and GCP in 2006. (You will be placed in the first stage of the VA curriculum.)
- My research or IRB administrator has informed me that I have to take the VA Basic training on Human Subjects Protections and GCP. (You will be placed in the first stage of the VA curriculum.)
- I am not involved in VA research involving human subjects, and I am not required to take VA training in this area. (No VA human subjects protection or GCP coursework will be added to your curriculum)

4. Please make your selection below to receive one of the courses in the Responsible Conduct of Research.
Choose all that apply

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Administrators Responsible Conduct of Research
- Engineers Responsible Conduct of Research
- No at this time, Thank you.

Step 14:

If your research involves the use of laboratory animals, you may choose to complete a course in Laboratory Animal Welfare. Select the option(s) that most accurately describes your situation. If your research does not involve the use of laboratory animals, skip question 5 and click on "Submit."

5. Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

- ▶ **If YES, then you must complete the Basic course and the appropriate species specific modules.**
- ▶ **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.
- Mouse. (The "Working with Mice in Research Settings" course will be added to your curriculum)
- Rat. (The "Working with Rats in Research Settings" course will be added to your curriculum)
- Nonhuman primate. (The "Working with Nonhuman Primates in Research Settings" course will be added to your curriculum)
- Working With Animals In Biomedical Research - Refresher Course

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Step 15:

If you previously completed a CITI course (or courses) at another institution and would like to continue to affiliate with that institution (in order to access previous course records, for example), choose yes; otherwise, choose no.

CITI Collaborative Institutional Training Initiative

Home

Select your institution or organization

You have registered with the following institution(s):

- ▶ University of South Florida

At this point you can register with another institution. This could be very useful if:

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

Step 16:

The main menu will allow you to enter the courses assigned to you based on your selections during the registration process. Click on “enter” to begin your course(s). You may also view the USF Instructions.

Main Menu

- This is the email address we have for you: ahastings@research.usf.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).

[Affiliate with another institution](#) | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

University of South Florida [View University of South Florida instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Biomedical Investigators and Key Personnel, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available

[Add a course or update your learner groups for University of South Florida](#)

University of South Florida Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)

Step 17:

The main menu will also allow you to affiliate with another institution, change your login information and email address, and print your completion report for completed courses.

Main Menu

- This is the email address we have for you: ahastings@research.usf.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).

[Affiliate with another institution](#) | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

University of South Florida [View University of South Florida instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Biomedical Investigators and Key Personnel, Refresher Course	Not Started Enter	Not Earned	N/A	Not Available

Once the course is completed, this text will change from "Not Earned" to "Print"

Step 18:

Finally, from the main menu, you may also choose to add courses or update your learner groups, select from available optional modules, and modify your profile information, among other options. For more assistance, you may also contact the CITI Program help desk directly by following the link at the bottom of the page.

University of South Florida Learner Utilities

- [Add a course or update your learner groups for University of South Florida](#)
- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information for University of South Florida](#)
- [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 University of South Florida](#)
- [Remove my affiliation from University of South Florida](#)

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Once you have completed your course or courses, the CITI Program will notify the University of South Florida's IRB of the completion. Please also print a copy of your completion report for your records.