

Begin by going to the CITI Program website: <https://www.citiprogram.org/>

From the main screen, select the Register option under Create an account, on the right hand side of the screen.

The screenshot shows the top navigation bar with 'USA - English' and 'Text Size: A A'. The main header features the 'CITI PROGRAM' logo and 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar is present. Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, Contact Us. A message reads: 'Returning User? Please log in. Don't have an account? Click here to register'. The main content area is split into two columns. The left column contains 'Login Tips' (1. Your password is case-sensitive. 2. For institutions using Single Sign On (SSO), you must log in directly from the institution's web page. Click here for a list of institutions that use SSO.) and 'Help for Login Issues' (I forgot my Username or Password, I did not get the validation email, The link in my email does not work). The right column is a dark blue box for login and registration. It has fields for 'Username' and 'Password', a 'Log In' button, and a link for 'Forgot Username or Password?'. Below these is a red circle around the text 'Create an account' and a 'Register' button. At the bottom of this box, it states: 'Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.'

The registration process has seven (7) steps.

Step one requires you to select an institution from listings of several types of institutions. Select from the Participating Institutions options.

The screenshot shows the 'CITI - Learner Registration' page. At the top, it says 'Steps: 1 2 3 4 5 6 7', with '1' highlighted. The main heading is '* Select An Institution'. Below this is a note: '* indicates a required field.' and instructions: '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.' There are seven dropdown menus, each with a red circle around its label and a red circle around its arrow button. The labels are: 'Participating Institutions', 'Veterans Affairs', 'Department of Energy', 'HIV/AIDS Network Coordination (HANC)', 'Canadian Institutions', 'India Participating Institutions', and 'Korea Participating Institutions'.

From the alphabetical listing, select the University of Arizona.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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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

U.S. Air Force - David Grant Medical Center - Travis AFB, CA

University of Alabama, Birmingham

University of Alaska Anchorage

University of Alaska Southeast

University of Alaska, Fairbanks

University of Arizona

University of Arizona College of Medicine - Phoenix

University of Arkansas at Little Rock

University of Arkansas at Pine Bluff

University of Arkansas Fayetteville

University of Arkansas for Medical Sciences

University of California at Riverside

University of California, Berkeley

University of California, Davis

University of California, Irvine

University of California, Los Angeles

University of California, Merced

University of California, San Diego

University of California, San Francisco

University of California, Santa Barbara

University of California, Santa Cruz

Then select the Continue to Step 2 option at the bottom left of the screen.

In Step 2 you will be asked to provide a first and last name, and email address.

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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


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

Complete the section and select the Continue to Step 3 option at the bottom left of the screen.

In Step 3 you are asked to create a User Name and Password , and select a security question.

 Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base

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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

- What's your pet's name?
- What's your mother's maiden name?
- What was your high school mascot?
- What color was your first car?
- In what city were you born?
- What was the name of the street you grew up on?
- Who was your first employer?
- In what city did your mother and father meet?
- What was the last name of your third grade teacher?

Complete the section and select the Continue to Section 4 option at the bottom left of the screen.

In Step 4 you are asked to provide identifying information about yourself.

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

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](#)

Complete the section as you feel appropriate and select the Continue to Step 5 option at the bottom left of the screen.

In Step 5 you are asked about receiving credit for courses or updates from CITI.

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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

Complete the section as you feel appropriate and select the Continue to Step 6 option at the bottom left of the screen.

In Step 6, you will be asked to provide some additional identifying information.

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Arizona

* indicates a required field.

* Language Preference

* Email Address

UA NetID

Non-UA use #NOUA00

* Department

* Role in research

Phone

Investigator/Mentor
Only for Animal research program

Continue to Step 7

Complete the section, providing the requested information, and select the Continue to Step 7 option at the bottom left of the screen.

In Step 7 you will be asked to select your training categories (Note: if you will be taking CITI training for any other University of Arizona training purposes you may select those trainings in this section, but you must select the Conflict of Interest to complete the required training for your Subaward).

The screenshot shows the CITI Learner Registration 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". To the right of the header is a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. A dark blue bar below the navigation menu contains the text "CITI - Learner Registration". Underneath this bar is a progress indicator showing steps 1 through 7, with step 7 highlighted. Below the progress indicator is a red asterisk followed by the text "* indicates a required field." The main content area is titled "Getting Started" and contains the instruction "Please choose which category or categories of courses you need to take, select all that apply." Below this instruction is a list of categories with checkboxes: Human Subjects, IACUC, Responsible Conduct of Research, Good Clinical Practice, HIPAA Training, and Conflicts of Interest. The "Conflicts of Interest" checkbox is checked and circled in red. At the bottom left of the form is a blue button labeled "Next", which is also circled in red.

Select the appropriate courses and select the Next option at the bottom left of the screen.

You are now complete with your University of Arizona registration. If you do not need to affiliate with any other institutions, select the Finalize registration option and you are ready to start your training.

The screenshot shows the CITI Learner Registration completion screen. 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". To the right of the header is a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. A dark blue bar below the navigation menu contains the text "CITI - Learner Registration". Below this bar is a message: "Your registration with University of Arizona is complete. You must make a selection below to continue." Below the message are two options: "Affiliate with another institution" and "Finalize registration". The "Finalize registration" option is circled in red.

Enter into the Conflict of Interest Course and complete the Integrity Assurance Statement before beginning the course.

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Course Conflict of Interest

Conflict of Interest - Stage 1

To pass this course you must:

- Complete all 3 required modules
- Achieve an average score of 85% on all quizzes

You have unfinished modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score: **0%**

Required Modules	Date Completed	Score
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (ID: 15070)	Incomplete	0/0 (0%)
Institutional Responsibilities as They Affect Investigators (ID: 15072)	Incomplete	0/0 (0%)
Conflict of Interest Institution-Specific Policies (ID: 15134)	Incomplete	0/0 (0%)

Optional Modules	Date Completed	Score
NOTE: Optional modules are provided for general interest only. You DO NOT receive credit for completing these modules		
Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest (ID: 15073)	Incomplete	0/0 (0%)

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Complete all of the required modules and upon successful completion, return to the course homepage where the final score can be located.

Main Menu > Completed Course

Conflict of Interest - Stage 1

Note: Your completed gradebook is 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.

Your Score: **100%**

Modules	Already Taken?	Score
Conflict of Interest Institution-Specific Policies (ID: 15134)	10/22/13	6/6 (100%)
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (ID: 15070)	10/22/13	5/5 (100%)
Institutional Responsibilities as They Affect Investigators (ID: 15072)	10/22/13	5/5 (100%)
Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest (ID: 15073)	10/22/13	5/5 (100%)

Once each Investigator has completed the required CITI Training, please have the individual Investigator print his/her CITI Training Gradebook (under My Reports), and return the printed page for each individual Investigator to the University of Arizona.

Main Menu > Previously Completed Coursework

University of Arizona Reports

Conflict of Interest mini-course

Conflict of Interest								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Stage 1	11359628	85%	100%	10/22/2013	10/22/2013	10/21/2017	View	View

CONFLICT OF INTEREST

COURSE/STAGE: Stage 1/1
PASSED ON: 10/22/2013
REFERENCE ID: 11359628

REQUIRED MODULES

	DATE COMPLETED	SCORE
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules	10/22/13	5/5 (100%)
Institutional Responsibilities as They Affect Investigators	10/22/13	5/5 (100%)
Conflict of Interest Institution-Specific Policies	10/22/13	6/6 (100%)

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI Program participating institution or be a paid Independent Learner. Falsified information and unauthorized use of the CITI Program course site is unethical, and may be considered research misconduct by your institution.

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 Professor, University of Miami
 Director Office of Research Education
 CITI Program Course Coordinator

Should you have any questions, concerns, or problems with the CITI Training Program please contact the Conflict of Interest Office at orcr-coi@email.arizona.edu or (520) 626-7879.