

CITI Training for Human Subjects Researchers

This document contains information about:

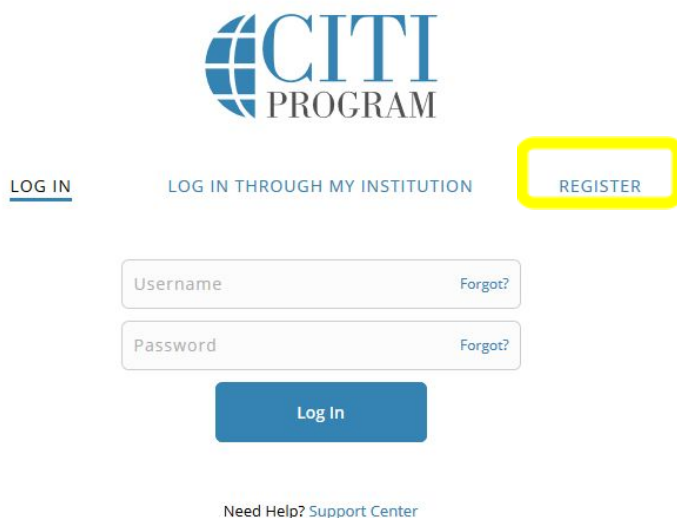
- (1) **Creating your CITI account** with step-by-step instructions for registering (pages 1-10);
- (2) **Completing CITI courses and training** (pages 11-15); and
- (3) **Frequently Asked Questions** (pages 16-17)

This document has been prepared with our student researchers in mind. New faculty and staff conducting human subjects research may find this guide helpful as well, but may have different required courses to add and complete.

Creating your CITI Account

Step 1:

Go to the [CITI Program Login webpage](#). If you have not created an account through SUNY Oswego, click on the “register” icon.



CITI PROGRAM

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

[Need Help? Support Center](#)

If you are a student who has completed CITI training in the past at SUNY Oswego or at another institution, we answer how to log back into your account in the “frequently asked questions” section starting on page 16.

Step 2:

Identify the organization through which you are registering (SUNY – College of Oswego). Once you start typing “SUNY” a list of all SUNY institutions will begin to populate, be sure to choose “College of Oswego.” Additionally, be sure to click each checkbox highlighted below before continuing.

English ▾

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

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. ⓘ

SUNY - College of Oswego

SUNY - College of Oswego only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of SUNY - College of Oswego.

Continue To Create Your CITI Program Username/Password

Step 3:

Enter the required personal information. Be sure to **use your SUNY Oswego email address** for this step. Only use your personal email as a secondary email, if you choose to provide one.

CITI - Learner Registration - SUNY - College of Oswego

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

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

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
<input type="text"/>	<input type="text"/>

Continue To Step 3

Step 4:

Even though CITI asks you to create a username, it is best that you **use your Oswego email address as the username** so that it is easy for CITI administrators to identify your information, if you were to encounter difficulties logging in during future sessions. Additionally, you may want to create your CITI Password to be the same as your LakerID password. This can help to avoid any confusion or having to remember multiple credentials for login purposes. The required security question can be anything of your choosing.

CITI - Learner Registration - SUNY - College of Oswego

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

Step 5:

Select the country where you live while you are studying at Oswego. If you add "USA", the United States will automatically populate within a dropdown list.

CITI - Learner Registration - SUNY - College of Oswego

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* 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

Step 6:

Completing the CITI training for the purpose of research is **free** for you as a student member of the SUNY Oswego community. However, through the CITI program, you can pay to earn Continuing Education (CE) credits. Unless you would like to sign up for these CE credits choose **“No”** in this section.

* 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 grade 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

Step 6 (cont.)

The following questions are required, choose which option you would prefer.

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

Yes

No

Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? 🗨️

Yes

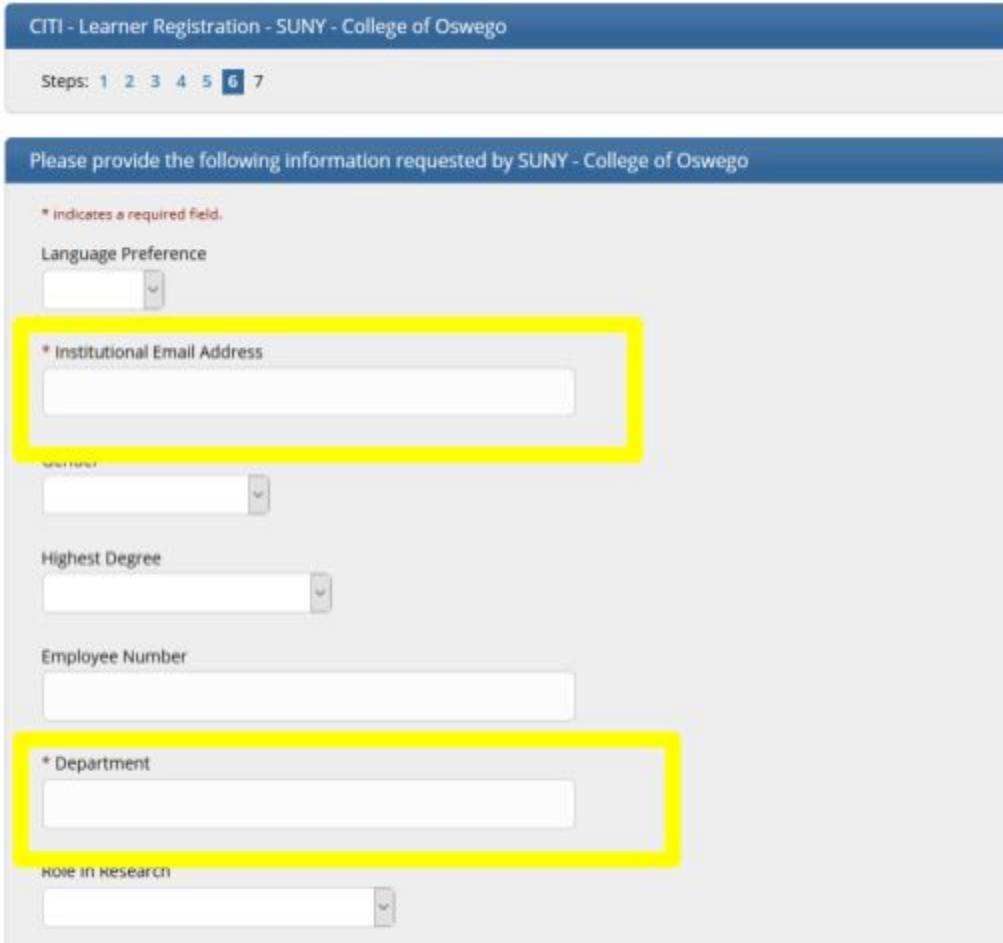
No

Continue To Step 6

Step 7:

Only the following questions that are marked with an * are required to proceed. These questions are about your **institutional (Oswego) email address** and your **department** (e.g., Psychology for Psychology majors).

You can choose to provide any additional information in this section.



CITI - Learner Registration - SUNY - College of Oswego

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by SUNY - College of Oswego

* indicates a required field.

Language Preference

* Institutional Email Address

Highest Degree

Employee Number

* Department

Role in Research

Step 8:

Selecting curriculum:

The next few questions help populate the CITI courses that will be listed under your account.

As you are working with human subjects, you should choose:

- **Human Subjects Research**
- **Responsible Conduct of Research**
- **Revised Common Rule**

*** To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.**

Do you conduct research in any of the following settings?

Choose all that apply

Conflicts of Interest

Human Subjects Research

Health Information Privacy and Security (HIPS)

Responsible Conduct of Research (RCR)

Lab Animal Research

CRC Foundations

Revised Common Rule

Next

Step 9:

Based on your selections in step 8, you may see two additional questions.

These questions will not let you choose more than one group at a time, so start with the one answer that best fits your status.

If you are a student researcher, the best starting answer is the learner group of: *Students conducting no more than minimal risk.*

* 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.

Next

You may also see a question about responsible conduct of research if you checked that box on step 8. Students should select the undergraduate student option.

Question 4

If you want to take the Responsible Conduct of Research (RCR) course, please make your selection below.

This question is required. Choose one answer.

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

Responsible Conduct of Research for Engineers

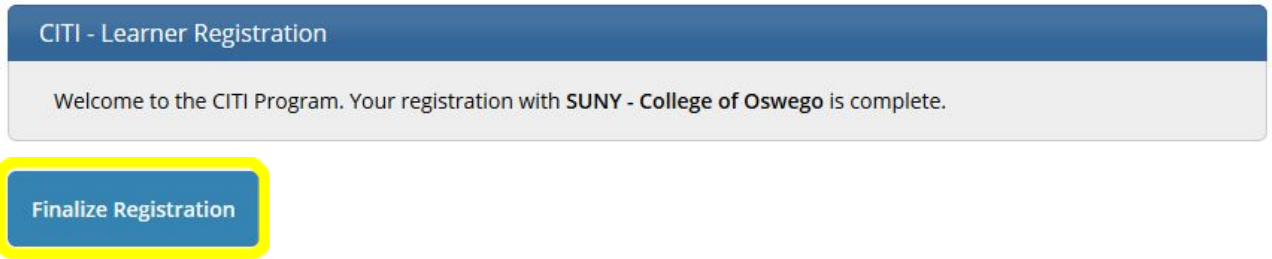
Responsible Conduct of Research for Administrators

Responsible Conduct of Research for Undergrad Students

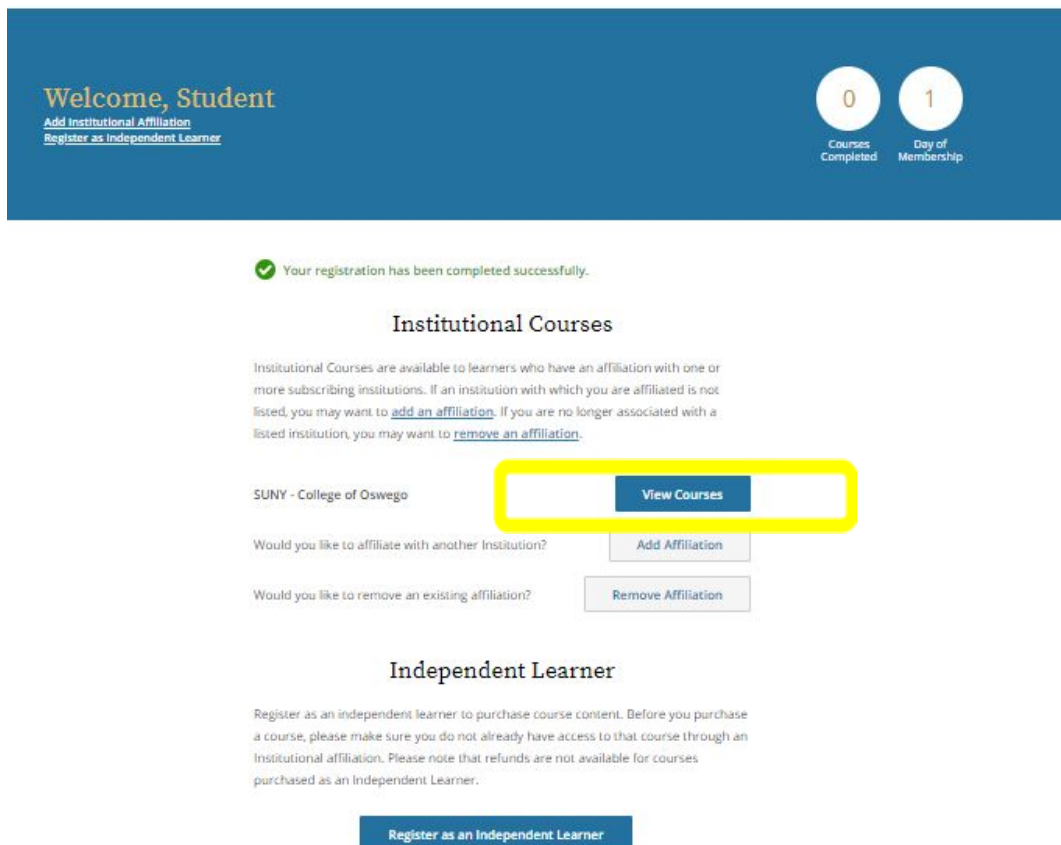
Start Over Next

Step 10:

Once you have chosen your required course, you may be asked to finalize your registration.



Once you have finalized your registration, you will be brought to your account homepage.



Congratulations! You're ready to begin viewing and completing courses.

You can start, stop, continue, or add more courses to your account at any time.

Completing your CITI Training and Courses

Step 1:

From your account homepage, Click **View Courses**



✔ Your registration has been completed successfully.

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](#).

SUNY - College of Oswego

[View Courses](#)

Would you like to affiliate with another institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

[Register as an Independent Learner](#)

Step 2

Click **Start Now** on the course of your choosing.

The screenshot shows the Citi Program interface. At the top, there is a navigation bar with the Citi Program logo, links for Courses, Records, CE/CMEs, and Support, a search icon, and a user profile for Student Researcher ID 9072517. Below this is a blue banner with the text "Welcome, Student" and "Add institutional affiliation Register as Independent Learner". To the right of the banner are two circular progress indicators: "0 Courses Completed" and "1 Day of Membership". Below the banner is a filter section with "Show Courses for: SUNY - College of Oswego" and an "Institution List" button. The main content area is titled "SUNY - College of Oswego" and contains two sections: "Active Courses" (with a "Learner Tools" link) and "Courses Ready to Begin" (with a "Learner Tools" link). The "Courses Ready to Begin" section features a card for "SUNY - College of Oswego Students - Class projects Stage 1 - Basic Course" with "0 / 2 modules completed" and a "Start Now" button highlighted with a yellow rectangle.

Step 3

Starting your course

Each course begins with an assurance statement before presenting you with content.

Assurance Statement

Students - Class projects - Basic Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

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.

Step 4

Complete your courses

Once in your courses, you will be presented with modules relating to specific topics. Some modules you read on your own, while other modules may have audio and visual components you can watch and listen to. The exact number of modules varies depending on the course, as do the number of quizzes in the modules.

You can start, stop, and resume your courses at any time. Your progress will be saved.

Students - Class projects

SUNY - College of Oswego

INSTRUCTIONS

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS



SCORE



You have unfinished required or elective modules remaining.

Required Modules

Complete all 2 required modules.

Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	17 Apr 2020	100%	Review
Students in Research (ID 1321)	Incomplete	-	Start

Supplemental Modules ?

Step 5

Completion Record Verification

When you complete a course, you will see your final score for that course and a link to view, print, or share your results.

Students - Class projects
SUNY - College of Oswego

You completed the mandatory elements of this course on **17-Apr-2020** with a final reported average score of **88%**. This is the date and score recorded in the Completion Report sent to your institution.

[View - Print - Share Record](#)

- You may review any of the course content and retake quizzes, including those for supplemental optional modules, but your reported quiz scores and dates will not change.
- You do not receive any extra credit for this course if you retake quizzes or complete additional quizzes on supplemental materials.
- In some cases, completion of additional modules may be required for eligibility for CEU credits.
- Additional completions and new quiz scores may transfer to other CTE Program courses, if you register for courses that include those modules. You must login using the same account, and the other institution must allow transfer credit.

Required Modules

Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	17-Apr-2020	100%	Review
Students in Research (ID 1321)	17-Apr-2020	80%	Review

Optional Modules

When you click view print and save record, you will be able to print either a completion report or a completion certificate. Both documents can be saved as a PDF for easy sharing.

SUNY - College of Oswego
ID: 2474

Students - Class projects

Name	Stage	Completion Date	Expiration Date	Record ID
Student Researcher	1 - Basic Course	17-Apr-2020	17-Apr-2023	36312459

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#) [Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

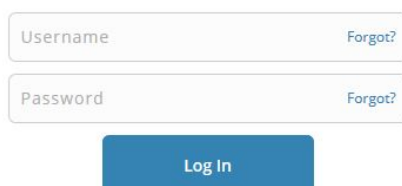
[View / Print](#) [Copy Link](#)

Frequently Asked Questions

I already have a CITI account. How do I log back in?

If you already have an account with CITI, you would want to log back in or use the reset account information to be able to gain access.

When you are on the home screen for citi training, click the “forgot?” button. If you forgot both your username and password, then you should start with the “forgot?” button next to username to reset your username first before resetting your password.



I need to print a certificate for a course I already took. How do I do this?

Scroll to the bottom of your screen and locate the learner tools. Click “View Previously completed coursework.”



You will then be able to view courses you completed and print completion records.

SUNY - College of Oswego Records (ID 2474)

Students conducting no more than minimal risk research - Students - Class projects (ID 63948)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	36312459	80%	88%	17-Apr-2020	17-Apr-2020	17-Apr-2023	View	View-Print-Share

Responsible Conduct of Research for Undergrad Students (ID 195120)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
RCR	36312698	-	-	Due Now	-	-	View	-

My professor is asking me to complete additional CITI courses. What do I do?

You can easily add citi courses. When logged into your account, scroll down to the learner tools and select “add a course.”



From here you would want to revisit steps 8-10 to determine which courses you need to add, selecting the recommended options to populate the courses you need.

What if I have a CITI account and completed training at another institution before transferring here?

Please log into your existing CITI account. At the top of the screen, next to your name, click **add institutional affiliation**.



You can then search the text box and follow the instructions covered starting on page 2 for adding your SUNY Oswego information.

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

Who can I contact if I have questions?

If you are having problems with the CITI website, we recommend contacting CITI directly. Their support information appears at the bottom of your login screen.

If you are having problems understanding what courses your professor wants you to take, please contact them directly.

If you have any additional questions or difficulties with the CITI Training process, please contact:

hsc-admin@oswego.edu

Your question may be forwarded to a member of the HSC committee to better assist you with your questions.

We also welcome any recommendations, questions, or examples you would like future versions of this document to include.

See below for the list of required CITI courses for all researchers and research committee members.

List of Required Courses - All Researchers

Animal Researcher	IACUC Committee Member	Human Subjects Researchers	HSC Committee Member
<p><u>Required:</u></p> <p>Working with Animals in the Wild</p> <p><u>Or</u></p> <p>Working with Animals in the Lab</p>	<p><u>Required:</u></p> <p>IACUC Members</p> <p>IACUC Community Members</p>	<p><u>Required:</u></p> <p>Revised Common Rule</p> <p><u>(Students and faculty members who are co-PI on students' projects)</u></p> <p>Students - Class projects</p>	<p><u>Required:</u></p> <p>IRB Members - Basic/Refresher</p> <p>Revised Common Rule</p> <p>CITI Health Information Privacy and Security (HIPS) for Investigators or Research Administrators</p>
<p><u>Choose from the following courses based on your research:</u></p> <p>Working with Amphibians in Research Settings</p> <p>Working with Animals in Biomedical Research - Refresher Course</p> <p>Working with Cats in Research Settings</p> <p>Working with Dogs in Research Settings</p> <p>Working with Ferrets in Research Settings</p> <p>Working with Gerbils in Research Settings</p> <p>Working with Guinea Pigs in Research Settings</p> <p>Working with Hamsters in Research Settings</p> <p>Working with Mice in Research</p> <p>Working with Non-Human Primates in Research Settings</p> <p>Working with Rabbits in Research Settings</p> <p>Working with Rats in Research Settings</p> <p>Working with Swine in Research Settings</p> <p>Biomedical Research - Basic/Refresher</p> <p>Biomedical Responsible Conduct of Research</p>	<p><u>Suggested:</u></p> <p>Working with Animals in the Wild</p> <p>Working with Animals in the Lab</p>	<p><u>Choose from the following courses based on your research:</u></p> <p>Responsible Conduct of Research for Undergrad Students</p> <p>Social & Behavioral Research - Basic/Refresher</p> <p>Social and Behavioral Responsible Conduct of Research</p> <p>Biomedical Data or Specimens Only Research - Basic/Refresher</p> <p>Biomedical Research - Basic/Refresher</p> <p>Biomedical Responsible Conduct of Research</p> <p>Humanities Responsible Conduct of Research</p> <p>CITI Health Information Privacy and Security (HIPS) for Investigators or Research Administrators</p> <p>CITI Health Information Privacy and Security (HIPS) for Students and Instructors</p>	<p><u>Suggested:</u></p> <p>Students - Class projects</p> <p>Social & Behavioral Research - Basic/Refresher</p>