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.

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.
**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.

<table>
<thead>
<tr>
<th>Citi - Learner Registration - SUNY - College of Oswego</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps: 1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>Personal Information</td>
</tr>
<tr>
<td>* indicates a required field</td>
</tr>
<tr>
<td>* First Name</td>
</tr>
<tr>
<td>* Last Name</td>
</tr>
<tr>
<td>* Email Address</td>
</tr>
<tr>
<td>* Verify email address</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Secondary email address</th>
<th>Verify secondary email address</th>
</tr>
</thead>
</table>

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.
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.
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.

Step 6 (cont.)

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

**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
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.

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.
**Step 10:**

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

![Finalize Registration](image)

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

![Welcome, Student](image)

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**
Step 2
Click **Start Now** on the course of your choosing.
Step 3

Starting your course

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

Assurance Statement

OTI Programs’ 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 OTI 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 OTI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that OTI 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 OTI 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.
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.

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.
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.
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.
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.**
<table>
<thead>
<tr>
<th>Animal Researcher</th>
<th>IACUC Committee Member</th>
<th>Human Subjects Researchers</th>
<th>HSC Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
</tr>
<tr>
<td>Working with Animals in the Wild</td>
<td>IACUC Members</td>
<td>Revised Common Rule</td>
<td>IRB Members - Basic/Refresher</td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td>IACUC Community Members</td>
<td>(Students and faculty members who are co-PI on students' projects)</td>
<td>Revised Common Rule</td>
</tr>
<tr>
<td>Working with Animals in the Lab</td>
<td></td>
<td>Students - Class projects</td>
<td>CITI Health Information Privacy and Security (HIPS) for Investigators or Research Administrators</td>
</tr>
</tbody>
</table>

**Choose from the following courses based on your research:**

- Working with Amphibians in Research Settings
- Working with Animals in Biomedical Research - Refresher Course
- Working with Cats in Research Settings
- Working with Dogs in Research Settings
- Working with Ferrets in Research Settings
- Working with Gerbils in Research Settings
- Working with Guinea Pigs in Research Settings
- Working with Hamsters in Research Settings
- Working with Mice in Research
- Working with Non-Human Primates in Research Settings
- Working with Rabbits in Research Settings
- Working with Rats in Research Settings
- Working with Swine in Research Settings
- Biomedical Research - Basic/Refresher

**Choose from the following courses based on your research:**

- Social & Behavioral Research - Basic/Refresher
- Social and Behavioral Responsible Conduct of Research
- Biomedical Data or Specimens Only Research - Basic/Refresher
- Biomedical Research - Basic/Refresher
- Biomedical Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- CITI Health Information Privacy and Security (HIPS) for Investigators or Research Administrators
- CITI Health Information Privacy and Security (HIPS) for Students and Instructors

**Suggested:**

- Students - Class projects
- Social & Behavioral Research - Basic/Refresher
Biomedical Responsible Conduct of Research