

To access the CITI training program, go to: <http://www.citiprogram.org>. The following directions will assist you as you work through the required screens.

## -CITI LOGIN AND REGISTRATION-

**CITI Collaborative Institutional Training Initiative**

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### Welcome

#### CITI Login and Registration Page

The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

**The CITI course is a protected site.** If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

**New Users Register Here**  
**Already Registered? Login Below**

Username   
Password

[Forgot username or password?](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to 1500 concurrent users. As learners log off others will be permitted to log on. **There are currently 406 users logged in to the site.**

**Notice:** The CITI Course site is best viewed with Microsoft Internet Explorer ver. 5.0 or later or Firefox ver. 1.5 or later.

[Home](#) | [CME/CEU](#) | [Copyright and Disclaimer](#) | [About Us](#) | [Acknowledgements](#) | [Contact Us](#)

New Users, click "[Register Here](#)" then proceed to Page 2 of this document.  
OR  
If you have previously registered with CITI, log in using your existing Username/Password. As an existing CITI user, you will need to update your Learner Group, as illustrated in the next screen shot.

**CITI Collaborative Institutional Training Initiative**

[Resources](#) | [Main Menu](#) | [Select Language](#) | [Logout](#)

### Main Menu

- This is the email address we have for you: . If this is not correct, please [edit or change your email address](#) now.
- 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](#) | [CME/CEU credits](#)

### Department of The Navy

[View Department of The Navy instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	Voluntary
Senior Navy and Command Leadership - Biomedical, Basic Courses	Not Started - Enter	Not Earned	Not

**Add a course or update your learner groups for Department of The Navy**

#### Department of The Navy Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information](#) for Department of The Navy
- [Previous Coursework](#) Completed
- [CME/CEU credits](#) for Good Clinical Practice coursework
- [Remove my affiliation](#) from Department of The Navy

Click "Add a course or update your learner groups..." You may then skip to Page 4 of this document to continue the registration process.

# -SELECT YOUR INSTITUTION OR ORGANIZATION- [for New Users]

Home



Complete Registration Steps 1-6 now.

## 1. Select your institution or organization

Choose your institution from the appropriate drop-down 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:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Select "Department of the Navy" from drop-down menu

## 2. Create your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "-". No spaces or other characters are allowed. Your username is **not case sensitive**, "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

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:

Choose a username and password unique to you. Be sure to remember this for future reference and information

## 3. Enter your name

First Name:   
(100 characters maximum)

Last Name:   
(100 characters maximum)

Enter your first and last name

## 4. 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)

Enter your preferred email address.  
  
Entering a Secondary Email is optional.

## 5. CME/CEU credits (required)

Do you anticipate requesting CME / CEU credits for the course(s) you are about to complete? [Click here](#) for more information on CME / CEU credits.

Yes  No

What is your professional affiliation for the credits?

Professional affiliation:

## 6. Course Survey (required)

May we contact you to complete a course survey?

Yes  No

Click the "Submit" button after entering the required information

# -MEMBER INFORMATION-

## Member Information - Department of The Navy

<b>Name</b>	
Language Preference	English
* Institutional email address	<input type="text"/>
* Gender	<input type="text"/>
* Highest Degree	<input type="text"/>
Employee Number	<input type="text"/>
* Department	<input type="text"/>
* What is your role in research?	DON Human Research Protections Officials (HRPO)
Address Field 1	Clinical Researcher
Address Field 2	Co-Investigator
Address Field 3	Compliance Officer
City	IACUC Administrator
State	DON Human Research Protections Officials (HRPO)
Zip/Postal Code	IACUC Chair
Country	IACUC Member
* Office Phone	Institutional Official
Home Phone	Lab. Research Staff
* YOUR COMMAND	Research Fellow - Post Graduate
<input type="button" value="Submit"/>	Research Integrity Officer
<input type="button" value="Cancel"/>	Student Researcher - Graduate level
	Student Researcher - Undergraduate
	Veterinarian
	IRB administrator
	IRB Chair
	IRB Member
	Pharmacist
	Principal Investigator
	Recruiter
	Statistician
	Study nurse
	Study Coordinator
	Site Coordinator
	Social Worker
	Research Assistant
	Data manager
	Research Administrator
	Naval Facilities Engineering Command

“What is your role in research”:  
Select “DON Human Research Protections Officials”

Click the “Submit” button after entering the required information

## -TYPE OF RESEARCH-

Home

### Select Curriculum - Department of The Navy

Answer the following questions carefully. The software will then present the course(s) that you are required to complete.

What kinds of research are you conducting?

Choose all that apply

- I am conducting, planning to conduct, or am otherwise involved in research with human subjects, tissues from humans and/or patient records.
- I am conducting or plan to conduct or am otherwise involved in studies with laboratory animals
- I am a **Midshipman at the USNA** and I am required to complete the CITI basic course for Midshipmen.
- I am the designated **Ombudsman** for a protocol and I am required to complete the Ombudsman course.
- I am wanting to take courses in **Spanish**.

Select the first statement, "...research with human subjects..."

Next Question

Cancel

Click the "Next Question" button after making your selection(s)

## -RESEARCH FOCUS-

Home

### Select Curriculum - Department of The Navy

What is your research focus? Biomedical or social and behavioral sciences

Choose all that apply

- The Social and Behavioral Sciences.
- The Biomedical Sciences
- Training Rural Area

Choose the research focus for the types of contracts you review. If you review both types, choose "Biomedical Sciences."

Start Over

Next Question

Cancel

Click the "Next Question" button after making your selection

# -SELECT CURRICULUM- (Role in Research)

Home

## Select Curriculum - Department of The Navy

What is your role in social and behavioral research for the Department of the Navy?

Choose one answer

- No, This this is not applicable to me.
- Senior Navy and Command Leadership - SBR: Senior Navy and Command Leadership: Navy Surgeon General (SG), Chief of Naval Research (CNR) and Command Leadership (Institutional Signatory Officials, Commanders, Commanding Officers (COs), Executive Officers (XOs), Officers-In-Charge (OICs) **Social and Behavioral Research Focus.**
- Directors, Chairs and Managers - SBR: Directors, Department Chairs, Program Managers, and Office of Naval Research (ONR) Department Directors, Division Directors and Program Officers. **Social & Behavioral Research Focus**
- Investigators and Key Research Personnel - SBR: Investigators and Key Personnel: Principal investigator, associate investigators, co-investigators, sub-investigators, site investigators, medical monitors or other key personnel who are responsible for designing and conducting human subjects research. **Social and Behavioral Research Focus**
- Scientific Review Personnel - SBR: Scientific Review Personnel: Chairs, Members, and Reviewers: Chairs and members of committees, panels, or individuals that provide a scientific review. **Social and Behavioral Research Focus.**
- IRB Chairs, Vice Chairs and Members - SBR: Institutional Review Board (IRB) Chairs, Vice Chairs & Members with **Social & Behavioral Research Focus**
- DON HRPP and IRB Staff - SBR: HRPP Staff & IRB staff: Staff that support the institution's HRPP and IRB, including legal counsel directly supporting the HRPP and the IRB. **Social and Behavioral Research Focus.**
- Research Coordinators and Administrators - SBR: Research Coordinators, Study Coordinators, Clinical Coordinators and staff that serve as research coordinators or research administrators. **Social and Behavioral Research Focus.**
- Research Support Personnel - SBR: Research Support Personnel: Those who conduct clinical or research procedures; provide support to review committees; are responsible for access and release of private identifiable information, e.g., records personnel; information system personnel; individuals conducting procedures (laboratory, pharmacy, and radiology); legal counsel; grants and contracts personnel; privacy officers. **Social and Behavioral Research Focus**
- DON-Supported Extramural Performers I - SBR: DON-Supported Extramural Performers - Social and Behavioral Research Focus  
**Your Institution Does Not Have Training Requirements.**
- DON-Supported Extramural Performers II - SBR: DON-Supported Extramural Performers II - Social and Behavioral Research Focus.  
**Your Institution Uses CITI For Their Training Requirements.**
- DON-Supported Extramural Performers III - SBR: DON-Supported Extramural Performers III - Social and Behavioral Research Focus.  
**Your Institution's Training is Not Equivalent to DON Requirements or to The CITI's Requirements.**
- DON Human Research Protections Officials

Choose "DON Human Research Protections Officials."

Start Over | Next Question | Cancel

Click the "Next Question" button after making your selection

-SELECT CURRICULUM-  
(Good Clinical Practice)

**CITI Collaborative Institutional Training Initiative**

Home

Select Curriculum - Department of The Navy

Are you required to complete the CITI Good Clinical Practice course for the Department of the Navy?

Choose one answer

- No, not at this time.
- Yes, Complete the CITI GCP Course for DoN in English
- El curso de Buenas Practicas Clinicas en Español.
- Curso Boas Práticas Clínicas - em Português.

Start Over | **Next Question** | Cancel

Choose "No, not at this time."

Click the "Next Question" button after making your selection

-SELECT CURRICULUM-  
(Responsible Conduct of Research)

**CITI Collaborative Institutional Training Initiative**

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Select Curriculum - Department of The Navy

Are you required to complete the CITI Responsible Conduct of Research (RCR) for the Department of the Navy?

Choose one answer

- No, not at this time.
- Yes, I need to take Responsible Conduct of Research for Biomedical Investigators

**Next Question** | Start Over

Select "No, not at this time"

Click the "Next Question" button after making your selection

## -SELECT CURRICULUM- (IRB Reference Resource Materials)

Home

**Select Curriculum - Department of The Navy**

Do you want to review the IRB Reference Resource materials.

Choose one answer

YES  
IRB Reference Resource: All CITI Biomedical and SBR modules are available for ongoing use as a prerequisite for conducting research, you must enroll in one of the Learner Groups listed above to receive "credit" for the completion of your Learner Group status later to "IRB Reference Resource" to review all available CITI modules.

NO - Perhaps some other time.

Choose "NO, Perhaps some other time"

Click the "Next Question" button after making your selection.

## -AFFILIATE WITH ANOTHER INSTITUTION-

**CITI** Collaborative Institutional Training Initiative

Home

**Select your institution or organization**

You have registered with the following institution(s):

- ▶ Department of The Navy

**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.

Choose yes or no to indicate if you wish to register with an additional institution. If you select "Yes" you will be asked for further information regarding the new affiliated institution.

-LEARNERS MENU-

**CITI Collaborative Institutional Training Initiative**

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**Main Menu**

- This is the email address we have for you: . If this is not correct, please [edit or change your email address](#) now.
- 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](#) | [CME/CEU credits](#)

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**Department of The Navy** ⓘ [View Department of The Navy instructions page](#)

You have enrolled for the following courses:

	Status	Completion Reports	
<span style="font-size: x-small;">ⓘ</span> <b>My Courses</b> DON Human Research Protections Officials, Basic Course	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Not Started - Enter</span>	Not Earned	<span style="font-size: x-small;">ⓘ</span> <b>Voluntary Satisfaction Survey</b> Not Available

ⓘ [Add a course or update your learner groups for Department of The Navy](#)

**Department of The Navy Learner Utilities**

- ⓘ [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- ⓘ [Update my profile information for Department of The Navy](#)
- ⓘ [Previous Coursework Completed](#)
- ⓘ [CME/CEU credits for Good Clinical Practice coursework](#)
- ⓘ [Remove my affiliation from Department of The Navy](#)

Click "Enter" to begin the training course.

-DON HRPO GRADEBOOK-

**CITI Collaborative Institutional Training Initiative**

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**CR# 4345867: DON Human Research Protections Officials Gradebook**

To pass this course you must complete all required modules with a combined score of **80**. Your current score is **0**.

Required Modules	Date Complete
Complete <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">The Integrity Assurance Statement</span> before beginning the course.	
Belmont Report and CITI Course Introduction	Incomplete
History and Ethical Principles	Incomplete
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete
Group Harms: Research With Culturally or Medically Vulnerable Groups	Incomplete
Department of the Navy HRPP Module	Incomplete
Department of The Navy - Information and References	Incomplete
DFARS module	Incomplete

Click the link "[The Integrity Assurance Statement](#)."

The bottom portion of this screen shows the required courses for your learner group.

## -DON HRPO GRADEBOOK-

### CR# 4345867: DON Human Research Protections Officials Gradebook

To pass this course you must complete all required modules with a combined score of **80**. Your current score is **0**.

Take the next required module, [Belmont Report and CITI Course Introduction](#).

Required Modules	Date Complete	Score
▶ <a href="#">Belmont Report and CITI Course Introduction</a>	Incomplete	
History and Ethical Principles	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Group Harms: Research With Culturally or Medically Vulnerable Groups	Incomplete	
Department of the Navy HRRP Module	Incomplete	
Department of The Navy - Information and References	Incomplete	
DFARS module	Incomplete	

To begin the training, click the link "[Take the next required module.](#)"

## -THE COURSE MODULES-

[Este módulo está disponible en español.](#)

### Introduction

#### To Complete Your CITI Course You Will:

- ▶ Review the **Belmont Report**.
- ▶ Complete all required modules and quizzes.
- ▶ Review any optional modules of interest.
- ▶ Review materials provided by your institution.
- ▶ Complete a voluntary, anonymous user satisfaction survey.
- ▶ Download a Course Completion Report.



#### Spanish Translations

Links are provided to Spanish translations for some of the CITI modules. You may review the Spanish versions of the modules if you prefer. However, when you have finished reviewing the module you must close the Spanish translation window and complete the quiz in English.

#### A few words about the [images in the courses](#).

Most images have a title or short description. Move the cursor over the image to see the text.

#### Tips For Viewing the modules

Some people have difficulty reading materials on the computer screen. There are a few things that can and should be done to optimize the viewing experience. Follow the link to review our [Suggestions For Reviewing The CITI Modules](#).

### The Belmont Report

The Belmont Report, released in 1979 by the National Commission for the Protection of Human Subjects in Biomedical and Behavioral Research, provides the ethical framework for the Federal Regulations designed to protect human research subjects.

The **Belmont Report** is required reading for all CITI program participants. *The Belmont Report is available in [English](#)* in the new browser window to return here to continue.

- ▶ Follow the link below to begin the course by completing a short quiz on the Belmont Report
- ▶ After you submit the quiz the link to the next required module will appear in the footer.

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### Take the Quiz

[Take the quiz for Belmont Report and CITI Course Introduction](#)  
[Go to the gradebook for this course](#)  
[Go to the Main Menu](#)

Some modules are for reference only and will not have a quiz required. If there is a quiz associated with the module, you will see it listed under the "Take the Quiz" heading at the bottom of the screen.

To take the quiz associated with the module, click the "Take the quiz for..." link at the bottom of the page.

NOTES:

- If you need to logout of the CITI training site at any time, you can do so by clicking the “Logoff” link at the top right-hand side of the computer screen. Once you logoff you will need to return to the CITI main page (<http://www.citiprogram.org>) and type in your username and password to re-enter the site.
- After completing all required modules, return to **Learners Menu** to view and print your Completion Report.
- CITI modules taken for another institution will apply toward completion of the Navy course if they are identical to those required by Navy.