Navigating CITI Program

Creating Your Account

1. First navigate to CITI's

   Log-in/registration page and click on "Register" to create an account (first picture).

2. Select OCHIN as the organization affiliation by typing OCHIN in the text box (second pictured).

3. Once you have done that, please check the box for the "I AGREE" statement and then click "Continue to Step 2" button.

4. Your first name, last name, and email will be required when creating your account.

5. Once this information has been entered into each of the text boxes, please click "Continue to Step 3."

6. Create a user name (four to 50 characters, not case sensitive) and a password (eight to 50 characters, case sensitive). You will also need to establish a security question.

7. Once done, please click "Continue to Step 4" and enter your county of residence. Please click "Continue to Step 5" once this is done.

8. Please complete Step 5 at your discretion and click "Continue to Step 6."

9. Please complete all of the required parts (as noted by *). For the Department field, please enter "Research." If you are a Patient/Clinical Investigator OR do not see a selection that aligns with the work you do with OCHIN, please select "Clinical Researcher" for the "Role in Research" field. When done, please click 'Continue to Step 7."

10. For Question 1, select "All Researchers" OR select "Research Stakeholder." Once you have made your selection, click "Complete Registration." You can click "Finalize Registration" to access the training modules. You will also receive an email form CITI confirming your registration.
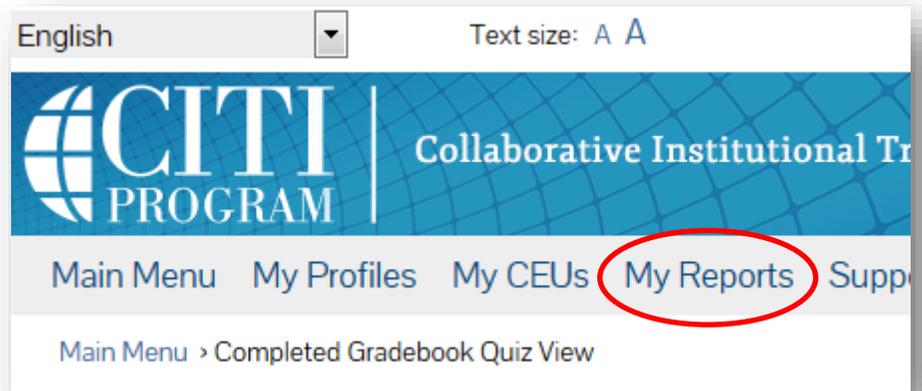
Logging Into CITI

1. Navigate back to CITI's Log-in/registration page and this time make sure the "Log In" option is underlined (circled in red).
2. Enter in your user name and password in the entry lines and then click "Log In".
3. This will bring you to the Main Menu page. Here you will want to click on "OCHIN Courses" so the drop down will appear with the corresponding courses you will either need to/or can take for COI, HSR, RCR, and GCP.
4. Click on any of the course titles to be taken to the list of modules. The left column gives the module name, the middle column shows if it is optional/required, and the right shows your score (shown below).

5. Click on the Module title to access that training. You will read through the modules content and then at the bottom of the page you will click "Take quiz for . . ." You will be given a set of multiple choice questions.
6. *Once you have submitted your answers you will be shown your score. NOTE: If you did not pass with the 80% passing requirement you will need to re-take the module.*
7. Click "Return to the module list for this course" at the bottom of the page to access other trainings.

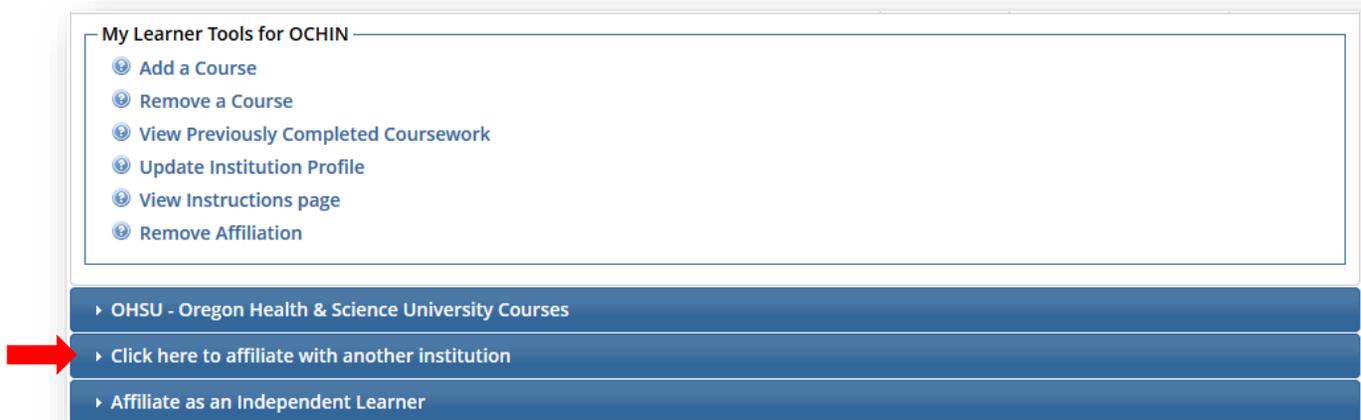| Modules	Already Taken?	Score
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)	09/13/16	5/5 (100%)
Research with Persons who are Socially or Economically Disadvantaged (ID: 16539)	Optional	--
Gender and Sexuality Diversity (GSD) in Human Research (ID: 16556)	Optional	--
Research with Decisionally Impaired Subjects (ID: 16610)	Optional	--
Research with Subjects with Physical Disabilities & Impairments (ID: 16657)	Optional	--
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	09/13/16	5/5 (100%)
Introduction To Community-Engaged Research (ID: 16994)	Optional	--
Introduction to Community-Based Participatory Research (CBPR) (ID: 16995)	Optional	--

Accessing Your Scores/Certificates

1. After logging into CITI, there is a menu at the top of the screen, please click "My Reports'.

2. Here it will show you your progress and scores for each of the four courses available to you.

3. On the far right you can click "View/Print" your certificate of completion or click "Share" for a link to share either your completion report or certificate.

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CITI PROGRAM | Collaborative Institutional Tr

Main Menu   My Profiles   My CEUs   My Reports   Supp

Main Menu › Completed Gradebook Quiz View

Research Stakeholder (HSR)

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Record
Basic Course	23268913	80%	92%	09/12/2016	09/12/2016	09/12/2019	View	View/Print Share

Affiliating with another Institution

With many of us participating in work at both OCHIN and OHSU many of the IRB requirements overlap. In order to reduce duplicate efforts to meet the requirements at both intuitions you will want to affiliate with both. To do this you will log into your CITI account, and on the Main Menu screen, scroll to the bottom and click on 'Click here to affiliate with another institution'.

My Learner Tools for OCHIN
- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▸ OHSU - Oregon Health & Science University Courses

▸ Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

Since you are already affiliated with OCHIN when you created your initial CITI profile, you will want to affiliate with OHSU so type in OHSU so that their institution can be selected. After clicking 'Next' you will complete the next section using your contact information (for the 'Role in Research' field we recommend selecting 'Research Assistant'). After that you will then be shown all of the modules and the corresponding courses that OHSU has selected for their CITI Program. Please select all of the modules/courses that OHSU is requiring you to complete in order to meet their compliance needs.

You can affiliate with as many partner institutions as need be in order to fulfill external IRB requirements. The important thing to remember is that you do not need to re-take courses that you have already taken in order to satisfy external IRB requirements. You may need to take new or additional courses, but the courses that you have already passed through OCHIN "count" for other institutions that are part of the CITI Program network.

Troubleshooting

If you have any difficulty accessing your account, please contact CITI Program's Help Desk at support@citiprogram.org or toll free at 1.888.529.5929. For OCHIN support regarding CITI Program training, please contact Nikki Stover at stovern@ochin.org.