

# CITI Setup for Human Subject Research New Users

1. Go to <https://www.citiprogram.org/>
2. Click “Register”

The screenshot shows the CITI Program website. At the top, there is a navigation bar with the CITI Program logo and the text "Collaborative Institutional Training Initiative". Below the logo is a search bar labeled "Search Knowledge Base". The main content area features a login section with a "Log In" button and a "Register" button. A red arrow points to the "Register" button. Below the login section is a footer with "SITE NAVIGATION" and "CONTACT INFORMATION".

3. Complete steps 1 – 7

## Step 1: Select Organization Affiliation: University of Arkansas for Medical Sciences

The screenshot shows the "CITI - Learner Registration" process. It starts with a progress bar showing steps 1 through 7, with step 1 highlighted. Below the progress bar is a message: "You must make a selection below." The main section is titled "Select Your Organization Affiliation" and contains a search box for organizations. The search box contains the text "University of Arkansas for Medical Sciences". Below the search box is a "Continue to Step 2" button and a "Search Again" button. The bottom section is titled "Independent Learner Registration" and contains a message: "Use this option if you are paying for your courses. Click the button 'Continue as Independent Learner' to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted." Below this message is a "Continue as Independent Learner (Fees Apply)" button.

## Step 2: Complete Personal Information

CITI - Learner Registration - University of Arkansas for Medical Sciences

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](#)

## Step 3: Create your Username and Password

CITI - Learner Registration - University of Arkansas for Medical Sciences

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 4: Choose your Country of Residence (be sure to enter country's full name)

CITI - Learner Registration - University of Arkansas for Medical Sciences

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 5: This step is 'optional' but you must choose yes or no.

CITI - Learner Registration - University of Arkansas for Medical Sciences

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?**

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 grad 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

**\* 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](#)

## Step 6: Please provide information as requested by UAMS.

CITI - Learner Registration - University of Arkansas for Medical Sciences

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

**Please provide the following information requested by University of Arkansas for Medical Sciences**

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

Department

\* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

Home Phone

[Continue to Step 7](#)

## Step 7: Select curriculum

- i. Question 1: Select either “Biomedical Research” or “Social & Behavioral Research” (whichever applies to your specific area)
- ii. Question 4: Select “I am not involved in VA research with human subjects” if you are not affiliated with VA Research. \*All other questions are ‘optional’

CITI - Learner Registration - University of Arkansas for Medical Sciences

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

### Select Curriculum

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click here to review the University of Arkansas for Medical Sciences instructions page.

#### Question 1

##### Human Subjects Research

Select one of the following courses below for your basic human subject protection training based on the type of research you are involved in. HIPAA for Research is included in both groups. Be sure to pass each quiz with 100%.

Choose one answer

- Biomedical Research
- Social & Behavioral Research
- Nurses with Incidental Research Contact
- I am not involved with human subjects research

#### Question 2

##### Optional Human Subjects Research Courses

Select the optional CITI Course you would like to take now.

Choose all that apply

- Good Clinical Practice and ICH (GCP) Course To take the GCP Course you must have previously completed the Basic Course. If you have NOT completed the CITI Basic Course at UAMS, Go Back to Question 1.
- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors.
- Incidental Research Contact & Students
- IRB Members
- Students conducting no more than minimal risk research
- Reference Resource
- Biomedical Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- Conflicts of Interest Basic Course
- Conflicts of Interest Refresher Course

#### Question 3

##### Lab Animal Welfare Course Enrollment

If you need to take lab animal courses, please select below all that apply:

Choose all that apply

- Working with the IACUC - (required for all animal users, unless you have completed VA training)
- Reducing Pain and Distress in Laboratory Mice and Rats - (required for all animal users, unless you have completed VA training)
- Working with the IACUC Refresher - (required for all animal users every 3 years, unless you have completed VA training)

Optional, unless required as a result of PAM findings or a noncompliance issue:

- Post-Approval Monitoring (PAM)
- Working with Mice in Research
- Working with Rats in Research

## 4. Finalize your registration.

## 5. Main Menu

- a. Select University of Arkansas for Medical Sciences Courses and you will see all your trainings

CITI PROGRAM Collaborative Institutional Training Initiative Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

✔ Your request has been successfully submitted.

DEMO Courses

University of Arkansas for Medical Sciences Courses

Course	Status	Completion Report	Survey
Good Clinical Practice (GCP) Basic Course	Not Started	Not Earned	
Social/Behavioral Research Course	Incomplete	Not Earned	
Working with the IACUC	Not Started	Not Earned	

My Learner Tools for University of Arkansas for Medical Sciences

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

➤ Click here to affiliate with another institution

➤ Affiliate as an Independent Learner

# Adding Human Subject Training to CITI for Current Users

1. Go to [www.citiprogram.org](http://www.citiprogram.org) Login with current username and password
2. On the Main Menu page, click “Add a Course or Update Learner Groups” for UAMS

**CITI PROGRAM** Collaborative Institutional Training Initiative

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

- ▶ DEMO Courses
- ▼ University of Arkansas for Medical Sciences Courses

Course	Status	Completion Report	Survey
Good Clinical Practice (GCP) Basic Course	Not Started	Not Earned	
Social/Behavioral Research Course	Incomplete	Not Earned	
Working with the IACUC	Not Started	Not Earned	

My Learner Tools for University of Arkansas for Medical Sciences

- ▶ Add a Course or Update Learner Groups
- ▶ View Previously Completed Coursework
- ▶ Update Institution Profile
- ▶ View Instructor's page
- ▶ Remove Affiliation

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

### 3. Select curriculum

- a. Select “Biomedical Research “or “Social & Behavioral Research” (whichever applies to your specific area) from question 3 and click submit

Question 1

### Human Subjects Research

Select one of the following courses below for your basic human subject protection training based on the type of research you are involved in. HIPAA for Research is included in both groups. Be sure to pass each quiz with 100%.

Choose one answer

- Biomedical Research
- Social & Behavioral Research
- Nurses with Incidental Research Contact
- I am not involved with human subjects research

Question 2

### Optional Human Subjects Research Courses

Select the optional CITI Course you would like to take now.

Choose all that apply

- Good Clinical Practice and ICH (GCP) Course To take the GCP Course you must have previously completed the Basic Course. If you have NOT completed the CITI Basic Course at UAMS, Go Back to Question 1.
- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Incidental Research Contact & Students
- IRB Members
- Students conducting no more than minimal risk research

### 4. Main Menu to enter training