

# Instruction for Accessing and Using CITI for Training

## Step 1. Log in

### Go to [www.citiprogram.org](http://www.citiprogram.org)

#### A. If you are in the system:

1. Click 'Log In' (upper right)
2. Log in using your Touro Portal Username and Password
3. If you get an error, go to 'B'. Otherwise, go to Step 2

#### B. If you aren't in the system:

1. Click 'Register' (upper right)
2. (Screen shot below) Type in 'Touro' under 'Select Your Organizational Affiliation'; it should pick it up and allow you to choose 'Touro University Nevada'
3. Click the 'I AGREE..' and 'I affirm...' buttons.
4. (No screen shot) 'Continue' and enter the requested information



Subscriptions

Courses

CE/CMEs

Tools

Support



Register

+1 888.529.5929

English

### 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. 📄

## Step 2. Load the courses you need

1. Make sure you are logged in at [www.citiprogram.org](http://www.citiprogram.org). If not, go back to Step 1.
2. If you are on the 'Getting Started' page, proceed to #3.
  - a. From the 'Institutional Courses' page:

- i. Click on 'View Courses'

add an affiliation. If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).' Below this text, the institution 'Touro University Nevada' is listed. To the right of the institution name is a blue button labeled 'View Courses'. Below the institution name are two questions: 'Would you like to affiliate with another Institution?' with a button labeled 'Add Affiliation', and 'Would you like to remove an existing affiliation?' with a button labeled 'Remove Affiliation'. A blue arrow points from the 'View Courses' button in the screenshot to the 'View Courses' button in the diagram."/>

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](#).

Touro University Nevada

View Courses

Would you like to affiliate with another Institution? Add Affiliation

Would you like to remove an existing affiliation? Remove Affiliation

- ii. You will see a list of courses that are active, ready to begin, and completed, as applicable. Scroll to the bottom of the page to find 'Add a course' and click on it.

### Learner Tools for Touro University Nevada

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

3. Question 1 is for COVID-19 training to get in the research laboratory. Indicate whether you need it (Yes/No) and click 'Next'.
4. Check all boxes which apply to your training needs
  - a. Click 'Next'



## Select Curriculum

Touro University Nevada

---

### Question 2

**Getting Started**

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.

What category of course(s) are you here to take today?

This question is required. Choose all that apply.

- Human Subjects/IRB Training
- Biosafety/Biosecurity Training
- I work in a research lab where biosafety issues are a concern**
- Animal Care and Use Training
- Health Information Privacy & Security
- Conflicts of Interest (COI)
- Institutional Officials

---

Start Over
Next

5. Additional choices within each area
  - a. **Human Subjects/IRB**
    - i. If this is the **first time** you have taken the safety course (or it's been **more than five years**), choose '**No**' to take the basic course.
      1. If you have taken the Basic course or Refresher in the past 5 years, choose 'Yes' to load up the Refresher course. Otherwise choose 'No'.
      2. Click 'Next'

---

### Question 3

**Human Subjects/IRB Training**

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

This question is required. Choose one answer.

- NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past.**  
This is the first time using the CITI Program at this institution. I need to complete the Basic Course.
- Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.  
Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course, the IRB will require that you to come back the the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).

---

Start Over
Next

- ii. Choose the most relevant type of training for your Human Subjects research. The first two options are suitable for most research projects; read the descriptions to choose the best fit for your research. 'Students' is intended for classes only; it does not meet the IRB's requirements for research projects. Only IRB Members need to take the 'IRB Members' module.
1. Click 'Next'

---

## Question 4

---

### Human Subjects/IRB Training, Basic Course

Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the Basic Course for that group.

This question is required. Choose one answer.

- Biomedical Research Investigators:** Choose this group for Investigators and staff involved in research with human subjects that is NOT social, behavioral, or educational and that does NOT only involve specimens or data.
- Social & Behavioral Research Investigators:** Choose this group for Investigators and staff involved primarily in Social, Behavioral, and Educational research with human subjects.
- Students - Class only:** Choose this group to focus on the bare basics of ethics in human subjects research. Use this group only if directed by a course instructor. Students conducting active research need to do the training in other modules.
- IRB Members:** This course is appropriate for IRB Committee members.

---

Start Over

Next

- iii. **Good Clinical Practice** (*no screen shot*) is a quite extensive course for clinical trials involving drug, biologic, or medical device testing. Add this course if your research is likely to involve the FDA.
1. Click 'Next'

**b. Animal care and use training**

- i. If this is the first time you have taken the safety course (or it's been more than five years), choose 'No' to take the basic course.
  1. If you have taken the Basic course or Refresher in the past 5 years, choose 'Yes' to load up the Refresher course the Choose 'yes' or 'no', depending on if you've had the basic training or not.
  2. Click 'Next'

---

## Question 7

---

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Lab Animal course.

This question is required. Choose one answer.

- NO, I have NOT completed the Basic Course** in the Lab Animal course in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.
  - Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the **Refresher Course**.
- 

Start Over

Next

- ii. (Partial screen shot below) Choose a course related to your role (principal investigator, personnel working with animals, IACUC members, etc.) and also a course for the specific animal(s) you will be working with.

1. Click 'Next' at the bottom of the page

Question 9

Animal Care and Use Training

Do you conduct studies that use Lab animals?

YES, then you must complete the Basic course and the appropriate species specific modules.

This question is required. Choose all that apply.

- Working with IACUC for Principal Investigators
  - Working with IACUC for Protocol Personnel Working with Animals
  - Working with IACUC for Members
  - Working with IACUC for Research Administrators and Staff
  - Working with IACUC for Animal Technicians
  - Working with IACUC for Protocol Personnel not working with animals
  - IACUC Chairs and Vice Chairs
  - Institutional Official: Animal Care and Use
- Please choose the appropriate animal specific training below, if necessary:
- I work with Mice. Family: Muridae Cricetidae
  - I work with rats. Genus: Rattus
  - I work with Hamsters
  - I work with Guinea Pigs
  - I work with Ferrets
  - I work with Gerbils
  - I work with Rabbits

c. **Biosafety/Biosecurity Training** is organized by role. Click on your role

i. Click 'Next'

## Biosafety/Biosecurity Training

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.  
Choose one answer

- Research Lab PI's and Lab Managers
- MHS Student and Student Research Assistants
- Non-Research IBC Members
- Facilities & Security
- Administrators With Access
- Faculty & Staff

Next

d. **Health Information Privacy & Security (HIPS)**

i. Choose courses relevant to your role

## Health Information Privacy & Security

If you want to take Health Information Privacy and Security (HIPS), please make your selection below.  
Choose one answer

- Health Information Privacy and Security (HIPS) Course - Information for Clinicians
- Health Information Privacy and Security (HIPS) Course - Information for Investigators
- Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
- Health Information Privacy and Security (HIPS) Course - Information for Fundraisers
- Health Information Privacy and Security (HIPS) Course - Information for Marketers
- No, not at this time.

Next

e. **Conflicts of interest or Institutional officials for IRB**

# Select Curriculum

Touro University Nevada

## Question 2

### Getting Started

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.

What category of course(s) are you here to take today?

This question is required. Choose all that apply.

- Human Subjects/IRB Training
- Biosafety/Biosecurity Training  
**I work in a research lab where biosafety issues are a concern**
- Animal Care and Use Training
- Health Information Privacy & Security
- Conflicts of Interest (COI)
- Institutional Officials

Start Over

Next

### Additional information on CITI training:

- Courses are generally good for 3 years, but check the completion information to confirm.
- If you make a mistake, you can remove a course by following Step 2, directions 1- 2, and Clicking 'Remove a course'.
- Many courses have both required and elective components.
  1. Required components must be completed
  2. For elective components, you choose a required number of modules that are most relevant to your research. Remember, the 'easiest' module is going to be the one with relevant information in it (because you care about it).
  3. In most cases, 80% (sometimes 70%) is required to pass a module.
- Proof that you completed a course
  1. The IRB directly queries the CITI database when you apply.
  2. Other entities may want a certificate, which you can get by following Step 2, directions 1- 2, and Clicking 'View Previously Completed Coursework'.
  3. For the appropriate course, click on 'View-Print-Share'

Data or Specimens Only Research - Basic/Refresher (ID 43332)

Stage	Refresher Course
Record ID	23693597
Passing Score	70%
Your Score	100%
Start Date	24-Oct-2017
Completion Date	24-Oct-2017
Expiration Date	24-Oct-2020
Gradebook	<a href="#">View</a>
Completion Record	<a href="#">View-Print-Share</a>

4. Click on the link below 'Completion Report' of 'Completion Certificate'

Touro University Nevada  
ID 1927

## Data or Specimens Only Research - Basic/Refresher

Name	Stage	Completion Date	Expiration Date	Record ID
Cheryl Vanier	2 - Refresher Course	24-Oct-2017	24-Oct-2020	23693597

---

### Completion Report

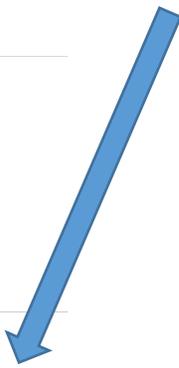
Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[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 ↗](#)



**Additional questions? Direct questions to:**

Chief Research Officer Cheryl Vanier, Ph.D., at [TUN.ResearchCommittee@tun.touro.edu](mailto:TUN.ResearchCommittee@tun.touro.edu)

For human subjects research, contact the IRB Chair at [TUN.IRB@tun.touro.edu](mailto:TUN.IRB@tun.touro.edu)

For animal studies, contact the IACUC Chair at [IACUC@tun.touro.edu](mailto:IACUC@tun.touro.edu)

For use of biohazards or hazardous chemicals, contact the Institutional Biosafety Officer at [InstitutionalBiosafetyOfficer@tun.touro.edu](mailto:InstitutionalBiosafetyOfficer@tun.touro.edu)