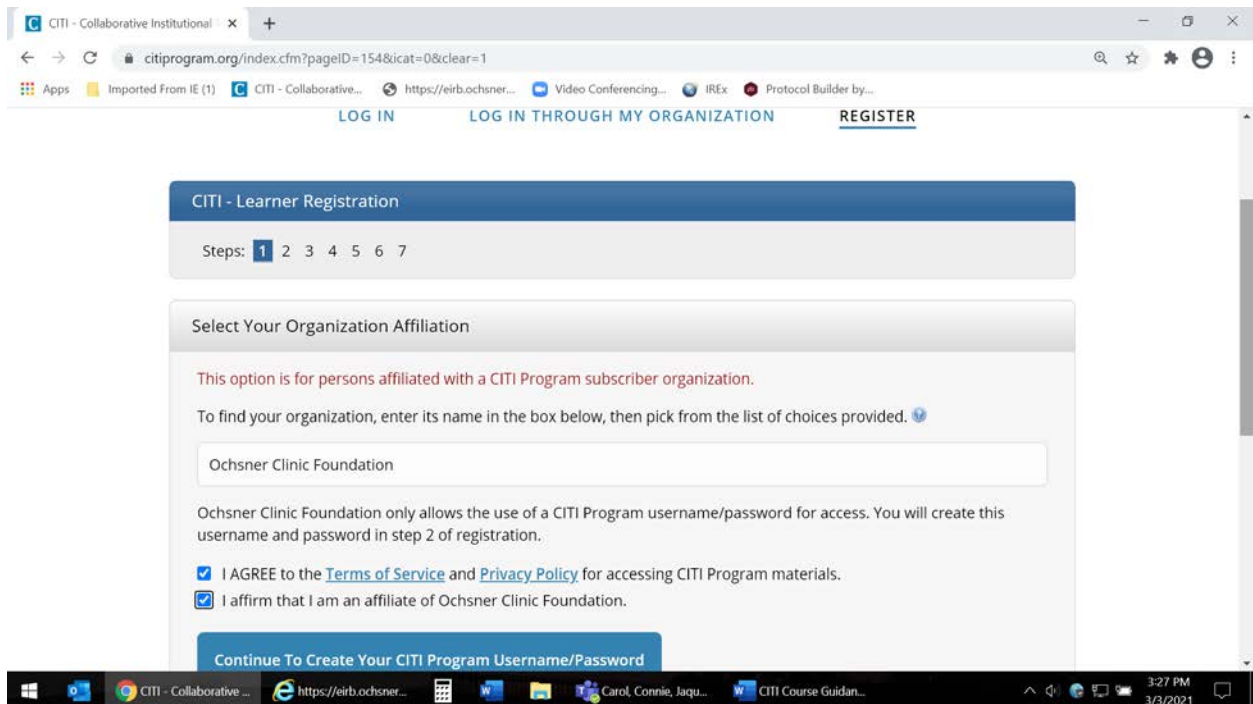


CITI Course Guidance Document

(version 3-2021)

To access the CITI course, go to <http://www.citiprogram.org>.

If you have never taken a CITI course before, you will need to self-register by clicking on **REGISTER**



The screenshot shows a web browser window with the URL citiprogram.org/index.cfm?pageID=154&icat=0&clear=1. The page title is "CITI - Collaborative Institutional". The navigation bar includes "LOG IN", "LOG IN THROUGH MY ORGANIZATION", and "REGISTER". The main content area is titled "CITI - Learner Registration" and shows a progress bar with steps 1 through 7. Step 1 is selected. The current step is "Select Your Organization Affiliation". Below this, there is a note: "This option is for persons affiliated with a CITI Program subscriber organization." and instructions: "To find your organization, enter its name in the box below, then pick from the list of choices provided." A search box contains "Ochsner Clinic Foundation". Below the search box, there is a note: "Ochsner Clinic Foundation only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration." There are two checkboxes: "I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials." and "I affirm that I am an affiliate of Ochsner Clinic Foundation." Both are checked. At the bottom, there is a blue button labeled "Continue To Create Your CITI Program Username/Password". The Windows taskbar at the bottom shows the time as 3:27 PM on 3/3/2021.

Select Ochsner Clinic Foundation from the drop-down; check both attestations and click on Continue. You will then be on the Personal Information page.

* 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](#)

Enter your information; we recommend using your Ochsner email address and a personal email address as your Secondary choice.

Follow the instructions to self-select a username and password.

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

Then choose your Security Question and answer.

The screenshot shows a web browser window with the URL `citiprogram.org/index.cfm?pageID=156&icat=3&iac=0`. The page contains a form with the following elements:

- A red note: "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.**"
- A dropdown menu labeled "* Security Question".
- A text input field labeled "* Security Answer".
- A blue button labeled "Continue To Step 4".
- Text below the button: "New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)."
- Text at the bottom: "Need Help? [Support Center](#)".

The Windows taskbar at the bottom shows the time as 3:45 PM on 3/3/2021.

Click Continue

Complete the following screen & click continue

The screenshot shows a web browser window with the URL `citiprogram.org/index.cfm?pageID=421&icat=3&iac=1`. The page contains a form with the following elements:

- A red note: "* indicates a required field."
- A section titled "* Country of Residence" with a text input field. Below the field is the instruction: "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."
- A section titled "* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?" with two radio button options: "Yes" and "No".
- A blue button labeled "Continue To Step 5".

The Windows taskbar at the bottom shows the time as 4:14 PM on 3/3/2021.

Complete the CEU page

The screenshot shows a web browser window with the URL `citiprogram.org/index.cfm?pageID=157&icat=3&ac=1`. The page title is "CITI - Collaborative Institutional". The main content area has a heading: "* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?". Below this, there is explanatory text: "CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements." and "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." There are two radio button options: "Yes" and "No". The "Yes" option includes a text box with instructions: "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." The "No" option includes a text box with instructions: "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 grade book page." The browser's taskbar at the bottom shows the time as 4:16 PM on 3/3/2021.

If you chose "Yes", pick the type of credit & click continue

The screenshot shows the same web browser window as the previous one, but now the "No" option is selected. Below the "No" option, there is a heading: "If you picked "YES", please check below the one type of credit you would like to earn". There are five radio button options: "MDs, DOs, PAs - AMA PRA Category 1 Credits TM", "Psychologists - APA Credits", "Nurses - ANCC CNE", "Other Participants - Certificates of Participation", and "Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling". At the bottom of the form, there is a blue button labeled "Continue To Step 6". The browser's taskbar at the bottom shows the time as 4:17 PM on 3/3/2021.

Complete the Ochsner-specific information & click continue

Please provide the following information requested by Ochsner Clinic Foundation

* indicates a required field.

Language Preference

* Institutional Email Address
We recommend providing an email address issued by Ochsner Clinic Foundation or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Ochsner Clinic Foundation officials identify your learning records in reports.

* Verify Institutional Email Address

* Gender

* Highest Degree

The screenshot shows a web browser window with the URL citiprogram.org/index.cfm?pageID=158&icat=3&iac=1. The form is titled "Please provide the following information requested by Ochsner Clinic Foundation". It contains several required fields marked with an asterisk: Language Preference, Institutional Email Address, Verify Institutional Email Address, Gender, and Highest Degree. A note under the Institutional Email Address field suggests providing an email from Ochsner Clinic Foundation or an approved affiliate. The Windows taskbar at the bottom shows the time as 4:19 PM on 3/3/2021.

You will now select the courses you will take. Ochsner requires that all personnel involved in human research activities complete the Basic Course (Question 1). You are welcome to take any other courses that you wish.

CITI Course Enrollment Questions

* Question 1

Check the box below to start the required CITI basic course.

Choose all that apply

Enroll in the CITI Basic Course

Question 2

Do you conduct or supervise studies that use laboratory animals?

- If YES, then you must complete the Basic course and the appropriate species-specific modules.
- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

Animal Technicians
 Researchers

The screenshot shows a web browser window with the URL citiprogram.org/index.cfm?pageID=159&qID=14161&icat=3&iac=1. The page is titled "CITI Course Enrollment Questions". It contains two questions. Question 1 asks the user to check a box to start the required CITI basic course. Question 2 asks if the user conducts or supervises studies that use laboratory animals, and if so, to complete the Basic course and appropriate species-specific modules. The Windows taskbar at the bottom shows the time as 4:22 PM on 3/3/2021.

When you have chosen all of your courses click on Complete Registration.

On the next page click on Finalize Registration.

The screenshot shows a web browser window with the URL citiprogram.org/index.cfm?pageID=160&icat=0&ac=1. The page features the CITI PROGRAM logo at the top center. Below the logo are three navigation links: [LOG IN](#), [LOG IN THROUGH MY ORGANIZATION](#), and [REGISTER](#). A blue header bar contains the text "CITI - Learner Registration". Below this, a grey message box states: "Welcome to the CITI Program. Your registration with Ochsner Clinic Foundation is complete." A prominent blue button labeled "Finalize Registration" is positioned below the message. Further down, there is a link to a "getting started guide" and a "getting started video". At the bottom, a "Support Center" link is provided. The Windows taskbar at the bottom shows the time as 4:28 PM on 3/3/2021.

You will be sent to your home page. Here you will access your courses. Click on View Courses

The screenshot displays the CITI Program members page with the URL citiprogram.org/members/index.cfm?pageID=50. A green checkmark icon is followed by the message: "Your registration has been completed successfully." The main heading is "Institutional Courses". Below this, a paragraph explains that institutional courses are for learners affiliated with one or more subscribing institutions. It includes links for [add an affiliation](#) and [remove an affiliation](#). A table lists the affiliated institution, "Ochsner Clinic Foundation", with a blue "View Courses" button to its right. Below the table, there are two questions with corresponding buttons: "Would you like to affiliate with another Institution?" with an "Add Affiliation" button, and "Would you like to remove an existing affiliation?" with a "Remove Affiliation" button. The Windows taskbar at the bottom shows the time as 4:33 PM on 3/3/2021.

Choose the course to start.

CITI - Collaborative Institutional x Guide to Getting Started x +

citiprogram.org/members/index.cfm?pageID=121&intStageID=39786#view

Apps Imported From IE (1) CITI - Collaborative... https://eirb.ochsner... Video Conferencing... IREX Protocol Builder by...

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 [CITI 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 CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI 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 CITI Program materials.

Windows taskbar: CITI - Collaborat..., https://eirb.och..., CAUsers\10503..., Carol, Connie, J..., CITI Course Gui..., CITI Course Gui..., 4:35 PM 3/3/2021

Once you click Agree and Submit, the modules will be displayed. A Start button appears next to each Module in turn. You may leave and re-enter the course; module completions will be saved and those that require completion will show as incomplete. The course is complete when all Modules are done.

CITI - Collaborative Institutional x Guide to Getting Started x +

citiprogram.org/members/index.cfm?pageID=122&intStageID=39786#view

Apps Imported From IE (1) CITI - Collaborative... https://eirb.ochsner... Video Conferencing... IREX Protocol Builder by...

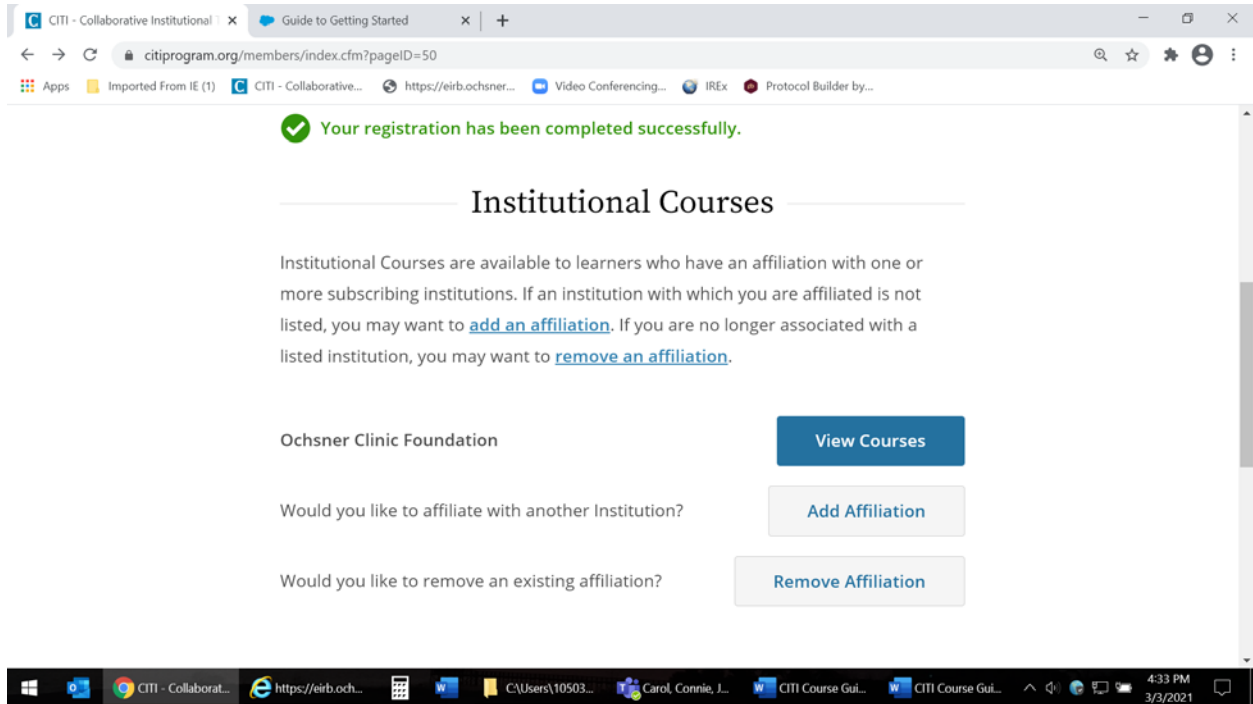
Required Modules

Complete all 14 required modules.

Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	Start
History and Ethics of Human Subjects Research (ID 498)	Incomplete	-	Start
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	-	Start
Informed Consent (ID 3)	Incomplete	-	Start

Windows taskbar: CITI - Collaborat..., https://eirb.och..., CAUsers\10503..., Carol, Connie, J..., CITI Course Gui..., CITI Course Gui..., 4:38 PM 3/3/2021

You can affiliate with another institution's CITI. Click Add Affiliation, choose from the drop-down, and click Agree.



The screenshot shows a web browser window with the URL citiprogram.org/members/index.cfm?pageID=50. At the top, a green checkmark icon is followed by the text "Your registration has been completed successfully." Below this, the heading "Institutional Courses" is centered. The text explains that Institutional Courses are available to learners with an affiliation and provides links for "add an affiliation" and "remove an affiliation". Under the heading "Ochsner Clinic Foundation", there is a blue "View Courses" button. Below that, the question "Would you like to affiliate with another Institution?" is followed by a light blue "Add Affiliation" button. At the bottom, the question "Would you like to remove an existing affiliation?" is followed by a light blue "Remove Affiliation" button. The Windows taskbar at the bottom shows the time as 4:33 PM on 3/3/2021.

If you already have a CITI account with another Institution, you can add Ochsner through that account; when you choose your Ochsner courses, you'll receive credit for any Modules that are common to the Courses you've taken through the first Institution.

If you have any questions, please contact the IRB office at 842-3535 (x23535 from in-house) or irb@ochsner.org.