

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**

CITI - Collaborative Institutional ... x +

citiprogram.org/index.cfm?pageID=154&icat=0&clear=1

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

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.

Ochsner Clinic Foundation

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.

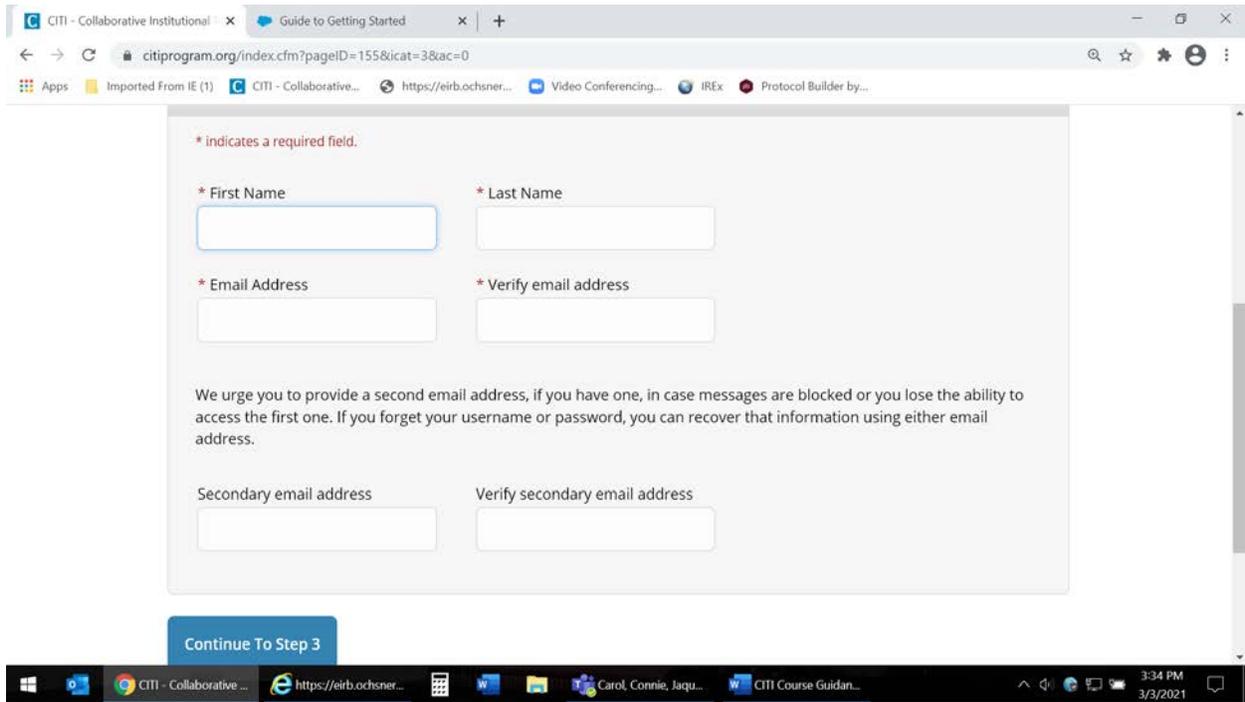
I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Ochsner Clinic Foundation.

Continue To Create Your CITI Program Username/Password

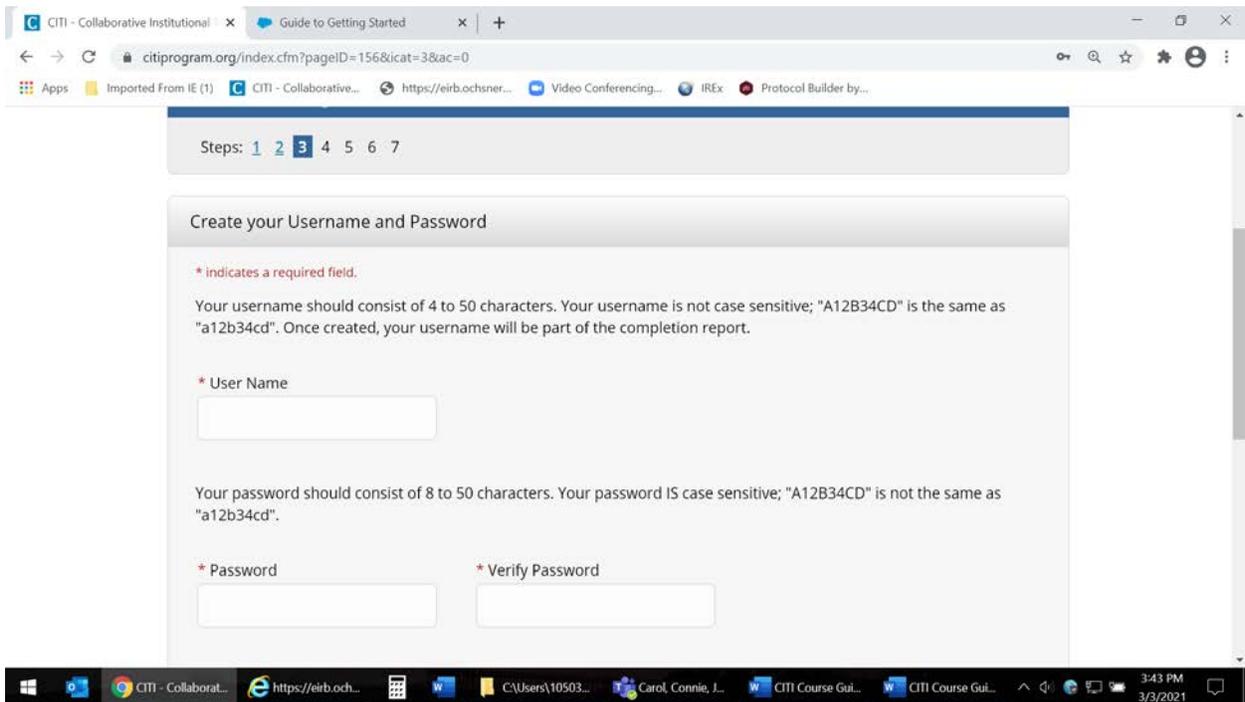
3:27 PM 3/3/2021

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



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.



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 for selecting a security question and providing an answer. The instructions state: "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." The form includes a dropdown menu for the security question and a text input field for the answer. A blue button labeled "Continue To Step 4" is positioned below the form. At the bottom of the page, there is a link to the "Support Center" and a note for new users to read the "getting started guide" or watch the "getting started video". 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 for providing contact information. It starts with a legend: "* indicates a required field." The first section is for "Country of Residence", with instructions to "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." Below this is a text input field. The second section asks, "* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?" with radio button options for "Yes" and "No". A blue button labeled "Continue To Step 5" is at the bottom. 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 if the user wants to start the required CITI basic course, with a "Choose all that apply" instruction and a checkbox for "Enroll in the CITI Basic Course". Question 2 asks if the user conducts or supervises studies using laboratory animals. If YES, they must complete the Basic course and appropriate species-specific modules. The user is instructed to "Choose all that apply" and there are checkboxes for "Animal Technicians" and "Researchers". 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. 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 box displays the message: "Welcome to the CITI Program. Your registration with Ochsner Clinic Foundation is complete." A prominent blue button labeled "Finalize Registration" is centered on the page. At the bottom, there are two links: "New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)." and "Need Help? [Support Center](#)". 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 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 is a section titled "Institutional Courses" with a horizontal line above and below the title. The text explains: "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](#)." Below this text, there are three rows of content. The first row shows "Ochsner Clinic Foundation" on the left and a blue "View Courses" button on the right. The second row shows the question "Would you like to affiliate with another Institution?" on the left and a grey "Add Affiliation" button on the right. The third row shows the question "Would you like to remove an existing affiliation?" on the left and a grey "Remove Affiliation" button on the right. 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...

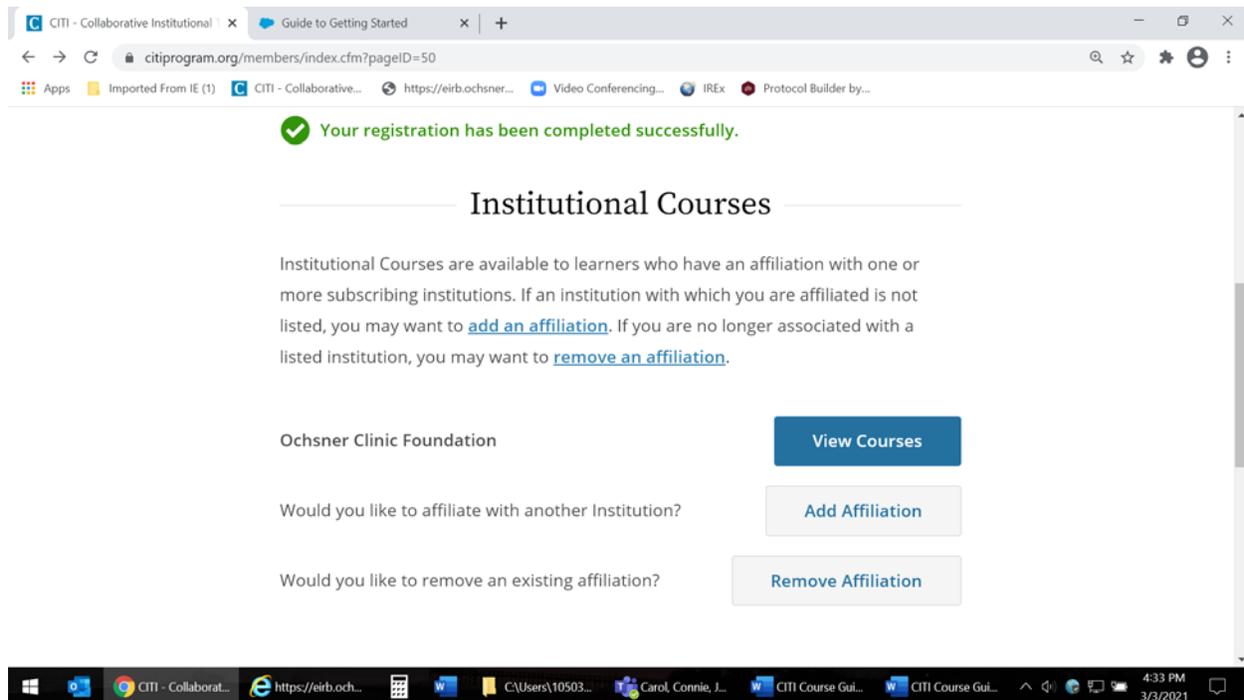
Required Modules

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, there are two questions: "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.

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.