How to register as a new user with CITI Program
Steps to registering with CITI

- **Step 1:** Log on to CITI homepage: www.citiprogram.org and click on the New Users Register Here link.
Steps to registering with CITI

- Step 2:
  From the CITI Course Registration page: Select your institution or organization- Select the Participation Institutions drop-down field and select your institution.
Steps to registering with CITI

- Step 3:
  Select a Username and Password

2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols '@', '.', and '-'. No spaces or other characters are allowed. Your username is not case sensitive, 'A12B34CD' is the same as 'a12b34cd'.

Username: ________________________________

Your password should consist of 8 to 12 characters, and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is not case sensitive, 'A12B34CD' is the same as 'a12b34cd'.

Password: ________________________________

Verify Password: ___________________________
Steps to registering with CITI

- Step 4:
Enter your name in the First Name and Last Name Fields

3. Enter your name

First Name:

(100 characters maximum)

Last Name:

(100 characters maximum)
Steps to registering with CITI

• Step 5:
Enter your email address, secondary email is optional; click the submit button

4. Enter your email address

Enter your preferred email address.

Preferred Email: 
(100 characters maximum)

Verify Preferred Email: 
(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary Email: 
(100 characters maximum)

Verify Secondary Email: 
(100 characters maximum)

Submit  Cancel
Steps to registering with CITI

• Step 6:
In the CITI Course Registration page, enter your information (mandatory fields will have asterisks (*) and need to be filled-in)
Steps to registering with CITI

- Step 6 cont’d:
  CITI Registration Course cont’d. When completed, click on the Submit button which will lead you to the Select Curriculum page.

| City:     |  
| State:    |  
| Zip/Postal Code: |  
| Country:  |  
| * Office Phone: |  
| Home Phone: |  

* May we re-contact you to complete a course survey?

CITI conducts new research surveys every 6-8 months to determine how learners use the course site and whether the Federal educational mandate is producing the intended result. We would like you to help us in the program evaluation.

Enter **YES** if we may contact you sometime in the future to request your participation in a survey study. Enter **NO** if you do not want to participate in a future study.
Steps to registering with CITI

- Step 7: At the Select Curriculum page, read over all information and scroll down the page and select your answer(s) to the enrollment questions.
Steps to registering with CITI

• Step 8:
  Answer the questions for your institution and click the Next Question button until you see the Submit button

Choose all that apply
☐ Yes, I conduct research with live human beings, human tissue samples or with archival patient data derived from human beings.
☐ Yes, I conduct research or teaching activities that utilize live animal subjects or tissues derived from live animal subjects.
☐ Yes, I conduct research at the University of Miami and I want to complete or I am required to complete a course in the Responsible Conduct of Research (RCR). This course features foundational textual materials, case studies and video scenarios. The course explores issues such as:
  ▶ Research Misconduct
  ▶ Data acquisition and management
  ▶ Responsible authorship
  ▶ Peer Review
  ▶ Mentoring
  ▶ Conflicts of interest and commitment
  ▶ Collaborative research
☐ Yes, I conduct research that involves access to Private Health Information (PHI) and you are required to complete the Health Information Privacy and Security (HIPPS) Course.
Steps to access your CITI course

• Step 1:
In the Groups page, click on the Go Back to Learner’s Main Menu link
Steps to access your CITI course

• Step 2: At your Learner's Menu page, under Status, click on the “Not Started-Enter” link.
Steps to access your CITI course

- Step 3: Click on the module selected and begin taking your CITI course.

CITI Collaborative Institutional Training Initiative

CITI Health Information Privacy and Security (HIPS) CITI TestGrade

Take the next required module, About the "HIPS" HIPAA education series*

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date</th>
<th>Score</th>
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<td>About the &quot;HIPS&quot; HIPAA education series* (8: 1416)</td>
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<tr>
<td>Privacy Rules: Introduction to Federal and State Requirements* (8: 1417)</td>
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<tr>
<td>Privacy Rules: Clinical Investigators* (8: 1419)</td>
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Elective Modules for CITI Health Information Privacy and Security (HIPS) for Clinical Investigators (8: 3064)

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<td>Security Rules: Protecting your Computer*</td>
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<tr>
<td>Security Rules: Protecting and Protecting Passwords**</td>
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<tr>
<td>Security Rules: Protecting your Portables*</td>
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<td>Security Rules: Protecting your identity*</td>
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<tr>
<td>Security Rules: Safer Emailing and IM-ing, Part 1*</td>
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<td>Security Rules: Safer Emailing and IM-ing, Part 2*</td>
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<td>Security Rules: Safer Web Surfing*</td>
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<td>Security Rules: Introduction to Federal and State Requirements*</td>
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<td>Security Rules: Issues for WorkWorkers Off-Site*</td>
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<tr>
<td>Completing the Privacy and Security Course</td>
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