

Instructions for registering for the Conflict of Interest Course at <http://www.citiprogram.org>

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is located on the right. Below the logo, there is a navigation menu with links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. A message reads: "Returning User? Please log in. Don't have an account? Click here to register".

The main content area is divided into two columns. The left column contains "Login Tips" and "Help for Login Issues". The right column contains a login form with fields for "Username" and "Password", a "Log In" button, and a "Forgot Username or Password?" link. Below the login form is a "Create an account" section with a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

At the bottom of the page, there is a footer with links for Conditions of Use, Copyright and Disclaimer, Privacy Notice, Site Accessibility, Site Index, and Contact Us.

If you have never registered in CITI for any online courses, Click “create an account” to be taken to the registration page.

If you have registered before for human subjects or animal subjects training, then you should be able to login directly (please refer to the end of this document).

Registration:

Step 1

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=154&icat=0>. The page title is "CITI - Learner Registration". A progress bar shows 7 steps, with step 1 highlighted. The main content area is titled "* Select An Institution" and includes a red asterisk indicating a required field. Below this, there is a paragraph of instructions: "Choose your institution from the appropriate dropdown menu. Choose only one institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required." There are seven dropdown menus for selecting institutions: "Participating Institutions" (selected: Saint Louis University), "Veterans Affairs", "Department of Energy", "HIV/AIDS Network Coordination (HANC)", "Canadian Institutions", "India Participating Institutions", and "Korea Participating Institutions". At the bottom of the form, there are two links: "I am not affiliated with a participating institution. I would like to register with CITI as an independent learner. (Fees apply.)" and "My institution is not listed as a participating institution. Click here for information on how to subscribe as a participating institution." A blue button labeled "Continue to Step 2" is located at the bottom of the form.

Select Saint Louis University as your “Participating Institution”. You should leave the other drop boxes for question 1 blank.

Step 2

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=155&icat=3>. The page is titled "CITI - Learner Registration" and is part of a 7-step process, with Step 2 currently active. The page header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar. The navigation menu includes links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area is titled "Personal Information" and contains several required fields: First Name, Last Name, Email Address, and Verify email address. There is also a section for a secondary email address with its own verification field. A "Continue to Step 3" button is located at the bottom of the form. The footer contains links for Conditions of Use, Copyright and Disclaimer, Privacy Notice, Site Accessibility, Site Index, and Contact Us.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Personal Information

* Indicates a required field.

* First Name * Last Name

* Email Address * Verify email address

If you have a secondary 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 address Verify secondary email address

[Continue to Step 3](#)

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This page asks for some basic information, including name and email address.

Step 3

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=156&icat=3>. The page is titled "CITI - Learner Registration" and is part of a 7-step process, with Step 3 currently active. The main heading is "Create your Username and Password".

Instructions for the form:

- * 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.
- Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".
- 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 fields are:

- * User Name:
- * Password:
- * Verify Password:
- * Security Question:
- * Security Answer:

A "Continue to Step 4" button is located at the bottom of the form.

This page will ask you to create a username and password.

Step 4

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

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ
Why does CITI Program ask about your gender? ⓘ

* indicates a required field.

*** Your Gender Is:**

Male
 Female
 I would rather not disclose

*** Your Ethnicity Is: (You may choose only one)**

Hispanic or Latino ⓘ
 Not Hispanic or Latino
 I would rather not disclose

*** Your Race Is: (You may choose more than one)**

American Indian or Alaska Native ⓘ
 Black or African American ⓘ
 Asian ⓘ
 Native Hawaiian or Other Pacific Islander ⓘ
 White ⓘ
 I would rather not disclose

[Continue to Step 5](#)

This page asks for additional information, including gender, race, and ethnicity.

Step 5

CITI - Collaborative Institu x eRS Proposals For Review x M Inbox - sshetty1@slu.edu x M Inbox - coi@slu.edu - SLU x

← → ↻ <https://www.citiprogram.org/index.cfm?pageID=157&icat=3> ☆ ☰

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

CITI - Learner Registration

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?**

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

Yes
 No
 Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

AMA PRA Category 1 Credits
 Nurses (CNE Credits)
 Other
 Psychologists (CEP Credits)

*** 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](#)

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This page inquires about whether or not you are interested in continuing education credit.

Step 6

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=158&icat=3>. The page title is "CITI - Collaborative Institutu". A progress bar at the top indicates "Steps: 1 2 3 4 5 6 7", with step 6 highlighted. The main content area is titled "Please provide the following information requested by Saint Louis University". A red asterisk indicates that fields marked with an asterisk are required. The form includes the following fields:

- Language Preference (dropdown menu)
- * Institutional email address (text input field) with instructions: "Enter your SLU e-mail address. If you do not have a SLU e-mail address, you may enter an alternate e-mail address."
- * Gender (dropdown menu)
- * Highest degree (dropdown menu)
- Employee Number (text input field)
- Banner ID number (text input field) with instructions: "All Saint Louis University staff, students, and faculty should enter your assigned 9 digit Banner ID"
- * Department (text input field)
- * What is your role in research? (dropdown menu)
- Address Field 1 (text input field)
- Address Field 2 (text input field)

This page asks for basic institutional information, including your department, phone number, and role in conducting research.

Step 7

USA - English Text Size: A A Log In | Register | Help

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CITI - Learner Registration

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

* indicates a required field.

*** 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.**

Do you conduct research in any the following settings?

Choose all that apply

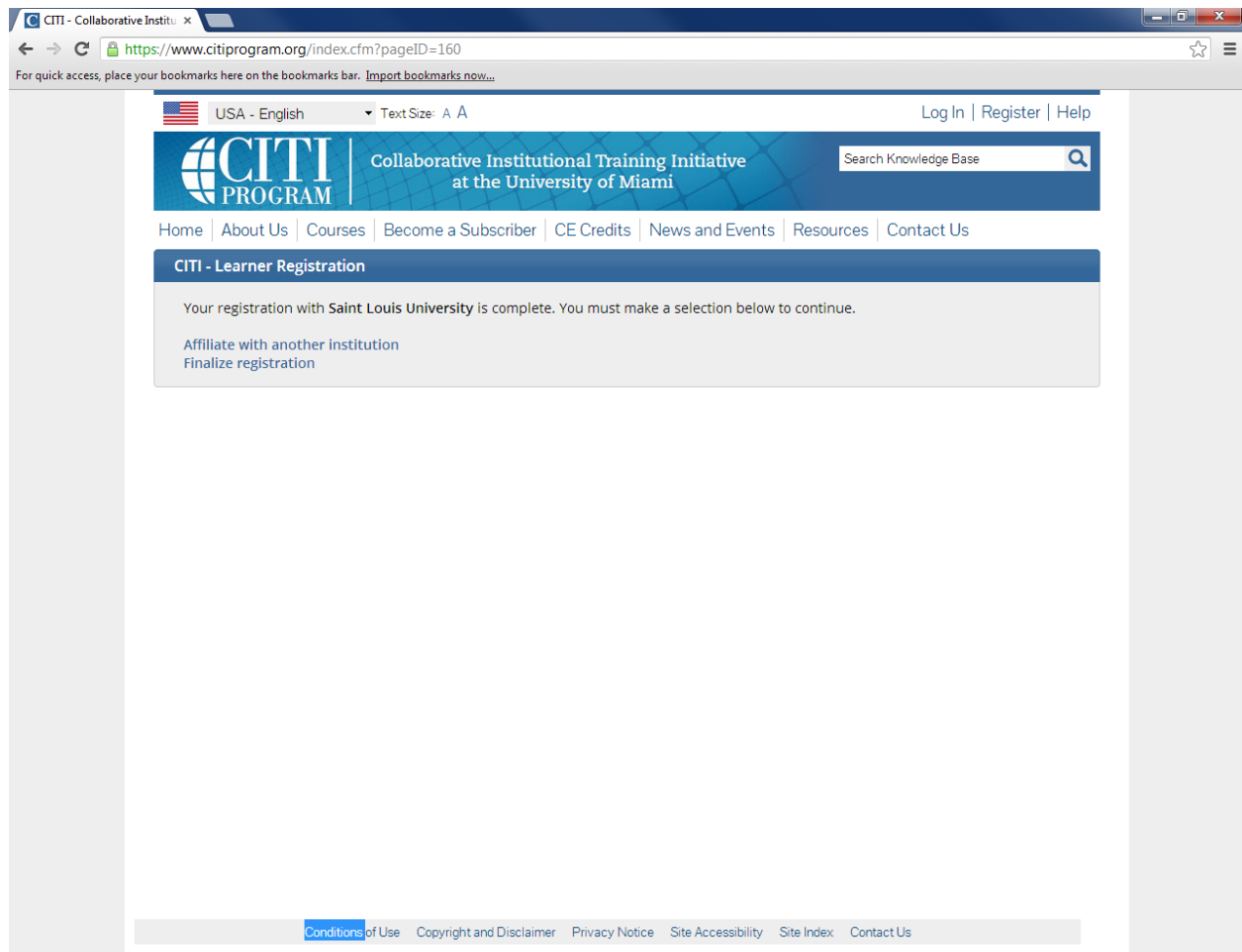
- Yes, Yes, I need to take IRB Training. I conduct research with live human beings, human tissue samples or with data derived from human beings
- Yes, I conduct research or teaching activities that utilizes live animal subjects or tissues derived from live animal subjects
- Yes, I want to complete or I am required to complete a course in the **Responsible Conduct of Research (RCR)**. This course features foundation textual materials, case studies and video scenarios. This does not include IRB training.
- I want to add the Good Clinical Practice Course to my courses
- Would you like to take the Conflict of Interest Course?

Next

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Select “Would you like to take the Conflict of Interest Course?”

Finalize Registration



The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=160>. The page header includes a navigation menu with links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. Below the header is a blue banner for the CITI PROGRAM, Collaborative Institutional Training Initiative at the University of Miami, with a search bar for the Knowledge Base. The main content area is titled "CITI - Learner Registration" and contains the following text: "Your registration with Saint Louis University is complete. You must make a selection below to continue." Below this text are two links: "Affiliate with another institution" and "Finalize registration". The footer contains links for Conditions of Use, Copyright and Disclaimer, Privacy Notice, Site Accessibility, Site Index, and Contact Us.

Click "Finalize registration."

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/members/index.cfm?pageID=50>. The user is identified as Shivan Shetty with ID 3540378. The page features a navigation menu with links for Main Menu, My Profiles, CE Credit Status, My Reports, and Support. A table displays the user's course completion history:

Course	Status	Completion Report	Survey
Financial Conflict of Interest in Research Course	Passed 07/01/2013	Print Report	Completed
The RCR for the Social Sciences	Passed 07/02/2013	Print Report	Completed

Below the table, there is a section for "My Learner Tools for Saint Louis University" with links to: Add a Course or Update Learner Groups, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. A button at the bottom of this section says "Click here to affiliate with another institution".

You will be taken to your main menu screen where the list of CITI courses will be displayed. To begin taking your CITI Conflict of Interest course, click the “Enter” link next to the CITI Conflict of Interest course. If you were already registered for CITI, then you may need to add the CITI Conflict of Interest course to the list of your courses. In that case, click the “Add a course” link. From there, you will be able to select the CITI Conflict of Interest course.

NOTE: If you were already registered for CITI as well as previously affiliated with another institution, you will need to click the “affiliate with another institution” and update your institutions to include Saint Louis University.