New CITI Users

Getting Started with CITI
for
Loyola University Health Sciences Campus
Access the CITI Website

Go to the CITI website at this URL: www.citiprogram.org

Begin Registration Process:

Click Here
Caution!

There are several entries for Loyola!
Be sure to choose: “Health Sciences Campus”

Registration Step 1: Select LUC Health Sciences Campus

Leave remaining 6 blank
Registration Step 2: Create Username and Password

Use your Loyola ID (or whole e-mail address) and a unique Password

2. Create 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". Once created, your username will be part of the completion report.

Username: 

Your password should consist of 8 to 12 characters. Letters 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: 
Registration Steps 3 & 4: Create Security Question and Enter Your Name

3. Security Question and Answer

Please choose a security question and provide an answer that you will remember. If you forget your login information, you will have to provide this answer to the security question in order to access your account.

Security Question: 

Security Answer: 

4. Enter your name

First Name: 

(100 characters maximum)

Last Name: 

(100 characters maximum)
Registration Step 5: Enter Email Information

5. 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)
Registration Step 6: Demographic Information

6. Gender, Ethnicity and Race (required)

Why does CITI Program ask about your gender, race and ethnicity?

Why does CITI Program use these categories?

A. Your Gender Is:
   - Male
   - Female
   - I would rather not disclose

B. Your Ethnicity Is:
   (You may choose only one)
   - Hispanic or Latino (Define)
   - Not Hispanic or Latino
   - I would rather not disclose

C. Your Race Is:
   (You may choose more than one)
   - American Indian or Alaska Native (Define)
   - Black or African American (Define)
   - Asian (Define)
   - Native Hawaiian or Other Pacific Islander (Define)
   - White (Define)
   - I would rather not disclose
Registration Step 7: CME/CEU credits

Note: Answering the question is required, participation is not.

7. CME/CEU credits (required)

Will you be requesting CME / CEU credits for the course(s) you are about to complete if the cost per course (4-6 credits) is only $80.00/course?

- Yes
- No

What is your professional affiliation for the credits?

Professional affiliation:  

Registration Step 8: Course Survey

Note: Answering the question is required, participation is not.

Choose one and Submit.
Registration Step 9: Complete Institutional Information

Please provide the following information requested by Loyola University Chicago Health Sciences Campus. Required fields are marked with an asterisk (*).

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Click Submit
Step 10: Select 1 Learner Group per Question

**Required:** Choose one for Question #1 - BASIC

**Required:** Choose one for Question #2 - HIPS

**Question #3 Optional:**
It is your choice whether or not to take the GCP Course

**Required:** Choose one for Question #4 - RCR

**Question #5 – COI:** Answer YES only IF you have or will have Public Health Service (PHS) funding

Click Continue
Step 11: Choose to Affiliate with Another Institution

99.9% of the time this will be “no”.

Select your institution or organization
You have registered with the following institution(s):
  - Loyola University Chicago Health Sciences Campus

At this point you can register with another institution. This could be very useful if:
  - You are required to complete the requirements for a VA Medical Center.
  - You are collaborating with an investigator at another institution or organization that uses the CITI Program.
  - You are planning to move to another institution that uses the CITI Program.
  - You want to view CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check Yes to affiliate with another institution.
Check No to continue with your current selection.
Step 12: Complete Courses

Click Enter to start each course.
Begin Taking Your Courses

- The software will sum the requirements of all institutions so that you need not re-take modules common to the requirements of each institution.

- The red link **Enter** or **Re-Enter** will permit you to Begin or Continue the Course.
Questions?

Contact:

Michelle Brown
IRB Coordinator
ext. 6-4608
Current CITI Users

Adding Affiliation with
Loyola University Health Sciences Campus
Access Your CITI Account

Go to the CITI website at this URL: **www.citiprogram.org**

Log In with your **Current Username and Password**
Step 1: Select Affiliate with Another Institution

Michelle Brown (Member ID: 1393505)

This is the email address we have for you: mbrown17@lumc.edu. If this is not correct, click here to edit your email address and other, including your security question and answer.

You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one grade book per institution to track your institution’s coursework requirements (see below).

Affiliate with another institution | Change login information | Click here to Apply for CME/CEU Credits
Complete Registration Step 1: Select LUC Health Sciences Campus

Caution!
There are several entries for Loyola!
Be sure to choose:
“Health Sciences Campus”

Leave remaining 6 blank
Step 2: Enter Member Information

Michelle Brown (Member ID: 1393505)

CITI Collaborative Institutional Training Initiative

Resources

Member Information - Loyola University Chicago Health Sciences

- Name: Michelle Brown
- Language Preference: English
- Institutional Email Address: mbrown17@lumc.edu
- Gender
- Highest Degree
- Employee Number
- Department: Office of Research Services
- Role in Research: IRB Administrator
- Address Field 1
- Address Field 2
- Address Field 3
- City
- State
- Zip/Postal Code
- Country
- Phone

Submit | Cancel
Step 3: Select 1 Learner Group per Question

**Required:** Choose one for Question #1 - BASIC

**Required:** Choose one for Question #2 - HIPS

**Question #3 Optional:**
It is your choice whether or not to take the GCP Course

**Required:** Choose one for Question #4 - RCR

**Question #5 – COI:** Answer YES only IF you have or will have Public Health Service (PHS) funding

Click Continue
Step 4: Complete Courses / Modules Under Loyola University Chicago Health Sciences Campus

When you complete your courses, make sure you are in the correct area.
Begin Taking Your Courses

• The software will sum the requirements of all institutions so that you need not re-take modules common to the requirements of each institution.

• The red link Enter or Re-Enter will permit you to Begin or Continue the Course.
Questions?

Contact:

Michelle Brown
IRB Coordinator
ext. 6-4608
Adding the Conflict of Interest Stage 1 Course

Required Only for: Researchers that Have or Will Have Public Health Service Funding

PHS agencies include: NIH, FDA, CDC, AHRQ, HRSA, IHS, SAMHSA, and ATSDR
Access Your CITI Account

Go to the CITI website at this URL: www.citiprogram.org
Log In with your Current Username and Password
Step 1: Add the COI Course to Your Learner Group

Click on “Add a Course” link
Step 2: Answer “Yes” to Question #5

**Required:** Choose **YES** for Question #5 – COI

Click Continue

**Note:** The Conflict of Interest Course is REQUIRED for all investigators that currently have or will have Public Health System (PHS) funding. PHS agencies include: NIH, FDA, CDC, AHRQ, HRSA, IHS, SAMHSA, and ATSDR.
Step 3: Complete the COI Course Under Loyola University Chicago Health Sciences Campus

When you complete your courses, make sure you are in the correct area.
Questions?

Contact:

Michelle Brown
IRB Coordinator
ext. 6-4608