# **CITI Program Registration Process**



Please go to <u>https://about.citiprogram.org/en/homepage/</u> to register

# **CITI Program Login**





LOG IN THROUGH MY INSTITUTION

LOG IN

REGISTER

## Step 1

- 1. Type in Natividad Medical Center
- 2. Check the Agree to the terms of Service box
  - This will create check box
- 3. Check the "I Affirm that I am an affiliated of Natividad Medical Center." box
- 4. Press the Continue button at the bottom

	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.		
	Natividad Medical Center - Step 1		
Step 2 🔨	Natividad Medical Center only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.		
Step 3	<ul> <li>I AGREE to the <u>Terms of Service</u> and <u>Privacy Policy</u> for accessing CITI Program materials.</li> <li>I affirm that I am an affiliate of Natividad Medical Center.</li> </ul>		
	Continue To Create Your CITI Program Username/Password - Step 4		



- 1. Enter information in required fields
- 2. Select Continue button to continue

	LOG IN	LOG IN THROUGH MY INSTITUTION	REGISTER	
CITI - Learner Registration - Natividad Medical Center				
Steps: 1 2 3 4	567			
Personal Informati	ion			
* indicates a required fi	eld.			
* First Name		* Last Name		
* Email Address		* Verify email address		
We urge you to provide a secondemail 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 add	dress	Verify secondary email address		
Continue To Step 3				

- 1. Create user name
- 2. Create password
- 3. Select security question and answer
- 4. Press the continue button

CITI - Learner Registration - Natividad Medical Center

#### 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

\* Password

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

\* Verify Password

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.

\* Security Question

 $\checkmark$ 

\* Security Answer

**Continue To Step 4** 



- 1. Enter United States
- 2. Press the continue button



English

- 1. Please make sure to read information and select yes or no.
- 2. If you select yes will be prompted to additional questions on bottom of the page

### **CITI** PROGRAM

#### LOG IN LOG IN THROUGH MY INSTITUTION

REGISTER

#### CITI - Learner Registration - Natividad Medical Center

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?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting they institutions training requirements.

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.

#### Yes

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.

 $\bigcirc$  Yes

No

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.

○ No

# Page 5 continued

- 1. Make a selection in each required area
- 2. Select the continue button at bottom of the page

If you picked "YES", please check below the one type of credit you would like to earn

 $^{\bigcirc}$  MDs, DOs, PAs - AMA PRA Category 1 Credits TM

○ Psychologists – APA Credits

○ Nurses – ANCC CNE

Other Participants – Certificates of Participation

O Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? ④

○ Yes ○ No

 $^{\bigcirc}$  Not sure. Ask me later

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\* Can CITI Program contact you at a later date with marketing information? ④

 $\bigcirc$  Yes

ONO

Continue To Step 6

- 1. Fill in all required fields
- 2. For institutional email address just put your work email
- 3. Employee Number not necessary



- 1. Under Human subject Research
  - Select the box that applies
  - If you are a PI-select Biomedical or Social & Behavioral Research
  - Mark the box that says "I have read....access."
- 2. Select complete registration

button

## Human Subjects Research (HSR)

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Question 1

#### **Biomedical Research Investigators**

Social & Behavioral Research Investigators

IRB Members

Natividad General Faculty and Staff

Not at this time.

#### IMPORTANT NOTICE

✓ I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.

**Complete Registration** 

## Following page to appear

LOG IN



LOG IN THROUGH MY INSTITUTION

English 🔻

REGISTER

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Natividad Medical Center is complete.

**Finalize Registration** 

## Final Steps to Enrollment

1. Select Natividad Medical Center Courses

Main Menu / My Courses

Your registration has been completed successfully.

- Natividad Medical Center Courses
- Affiliate With Another Institution
- Affiliate as an Independent Learner



## **Anstitutional** Courses

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 <u>add an affiliation</u>. If you are no longer associated with a listed institution, you may want to <u>remove an affiliation</u>.



Natividad Medical Center

<u>Choose Course in</u> <u>Biomedical or</u> <u>Social/Behavioral</u> <u>Research</u>

# Active Courses Learner. You have no active courses for this Institution. Learner. Courses Ready to Begin Learner. Natividad Medical Center Biomedical Research Stage 1 - Basic Course O/14 modules completed Start Now Start Now

#### **Completed Courses**

Learner

You have not recently completed any courses for this Institution. Full records of past completions are available in <u>Records</u>.

## Assurance Statement

- 1. Please read the Terms of Service and Privacy Policy by clicking on the blue hyperlink
- 2. Once finished reading mark the box that states you agree to the terms of service
- 3. Select the Submit button

#### Assurance Statement

#### Hello Daniela AuClair-Valdez:

CITI Program's <u>Terms of Service</u> and <u>Privacy Policy</u> include the following provisions for learners. Please read them carefully.

 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.

#### Check the box to accept, then click the Submit button:

□ I AGREE to the above, the <u>Terms of Service</u>, and the <u>Privacy Policy</u>, in order to access CITI Program materials.

Submit

- Begin taking Modules-Must complete the 13 required module and 1 elective
- Earn an average of 80% on all quizzes
- Continue Education hours are due before beginning a research project

