CITI TRAINING

Please find below step by step instructions on how to register for a CITI account as a new user

Click here to be directed to CITI: CITI Log In

Click on Register to create an account

If you have questions or issues along the way there is helpful getting started guide & video here.

Step 1: Select your organization affiliation by typing in St. Cloud it should populate for you to select. Be sure to check that you agree to terms of service and affirm that you are an affiliate of St. Cloud State University. Once complete, Click "Continue to Create your CITI Program Username/Password".

Step 2: Complete the required fields and click - Please use your St. Cloud State email address as your primary email. Once complete click on "Continue to Step 3".

CITI - Learner Registration - St. Cloud State University

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email 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 address

Verify secondary email address

Continue To Step 3

Step 3: Create a username and password as well as select a security question & provide your answer. Once complete click "Continue to Step 4".

CITI - Learner Registration - St. Cloud State University

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

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

* Password

* 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

* Security Answer

Continue To Step 4

Step 4: Fill in country of residence & select whether or not you want to receive information about other courses and services from CITI. Once complete Click "Continue to Step 5".

CITI - Learner Registration - St. Cloud State University

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

* indicates a required field.

* Country of Residence

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.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓔ

○ Yes
○ No

Continue To Step 5

Step 5: Check yes or no as to whether or not you are interested in receiving optional Continuing Education Credits for your CITI courses (Note: for our SCSU IRB purposes you can select No). Once complete Click on "Continue to Step 6".

CITI - Learner Registration - St. Cloud State University

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 their 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.

○ 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

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

○ MDs, DOs, PAs - AMA PRA Category 1 Credits™
○ Psychologists - APA Credits
○ Nurses - ANCC CNE
○ Other Participants - Certificates of Participation
○ Social Workers - CE Credits
○ Pharmacists - CPE Credits

Continue To Step 6

Step 6: Complete the required fields. Once complete Click "Continue to Step 7".

CITI - Learner Registration - St. Cloud State University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by St. Cloud State University

* indicates a required field.

Language Preference

[▾]

* Institutional Email Address

We recommend providing an email address issued by St. Cloud State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help St. Cloud State University officials identify your learning records in reports.

[Enter a valid Institutional Email Address.]

* Verify Institutional Email Address

[Re-enter Institutional Email Address.]

* Highest Degree

[▾]

Employee Number

[   ]

Department

[   ]

* Role In Human Subjects Research

[▾]

Address Field 1

[   ]

For Role in Human Subjects Research, please select your student status:

- Student Researcher <mark>Graduate</mark> Level OR
- Student Researcher <mark>Undergraduate</mark> level

Address Field 2

[   ]

Address Field 3

[   ]

City

[   ]

State

[   ]

Zip/Postal Code

[   ]

Country

[   ]

* Office Phone

[   ]

* Which Course Do You Plan To Take?

[▾]

Home Phone

[   ]

Your choice will depend upon your field:

Biomedical researchers choose:
Basic Human Subjects – Biomedical

Social & Behavioral Researchers choose:
Basic Human Subjects – Social & Behavioral Focus

If you are unsure or your focus will involve all 3 please choose:
Basic Human Subjects – Biomedical, Social & Behavioral

Continue To Step 7

Question 1

COVID-19: Back to Campus (2020-2021), Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccine, and Mental Health for Higher Ed and Healthcare

I wish to access the free courses *above* and acknowledge that I have read and understood the statement below:

These courses were developed or reviewed by medical, research, and environmental health and safety professionals. The Back to Campus course was developed in coordination with the Association of American Medical Colleges (AAMC). Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. The information in these courses must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. The information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.

This question is required. Choose one answer.

○ Yes
○ Not at this time.

| Start Over | Next |

Question 2: Select "IRB Training for Research with Human Subjects". Once complete click "Next"

Question 2

Select your course below:

This question is required. Choose all that apply.

- ✓ IRB Training for research with human subjects
- ☐ Revised Common Rule (Note: This training does not replace the normal "IRB Training for research with human subjects" training above)
- ☐ Conflicts of Interest (COI) Course
- ☐ NSF-Responsible Conduct in Research for Students
- ☐ NSF-Responsible Conduct in Research for Faculty/Staff
- ☐ NSF-Responsible Conduct in Research for Administrators
- ☐ NIH-Responsible Conduct in Research for Students/Faculty/Staff
- ☐ Lab animals course.
- ☐ Information Privacy and Security (IPS)
- ☐ Good Clinical Practice (GCP)

Start Over   Next

Question 3: Select the training based upon whether you are employed by SCSU as a faculty or staff member, a Graduate Student or an Undergraduate Student. Once complete Click "Next".

Question 3

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.

This question is required. Choose one answer.

- ○ IRB Training for SCSU Faculty and Staff
- ○ IRB Training for Graduate Students
- ○ IRB Training for IRB Board Members
- ○ IRB Training for Undergrad Students
- ○ Institutional/Signatory Official

Start Over   Next

You will be brought to this screen showing that you are enrolled in the course. You can elect to start the course when you are ready. (note: in this example I selected I wanted to enroll in IRB training for undergraduate)

✓ You are now enrolled in the course(s) you selected.

Show Courses for: St. Cloud State University ▼   Institution List

St. Cloud State University

Active Courses   Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin   Learner Tools

St. Cloud State University
IRB Training for Undergrad Students
Stage 1 - Basic Course

0 / 3 modules completed   Start Now

Once you have started the course you will see your course name at the top & you will need to Agree to the Terms of Service and Privacy & Cookie Policy in order to access the course modules. Once complete click "Submit".

Assurance Statement
IRB Training for Undergrad Students - Basic Course

CITI Program's **Terms of Service** and **Privacy and Cookie Policy** 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.

[ ] I AGREE to the above, the **Terms of Service**, and the **Privacy and Cookie Policy**, in order to access CITI Program materials.

[Cancel] [**Submit**]

You will be brought to this screen which will who your course name, instructions, progress and scores at the top with ability to begin the courses further down the page. There are also optional supplemental modules that can be completed if you wish.

Instructions on what is needed to complete training

IRB Training for Undergrad Students
St. Cloud State University

INSTRUCTIONS
- Complete all 2 required modules
- Complete 1 of 8 elective modules
- Achieve an average score of at least 70% on all quizzes associated with this course's module requirements

PROGRESS
0 / 3 modules complete

SCORE
0%

Progress of training

You have unfinished required or elective modules remaining.

List of your required modules to complete. Click on Blue Start button to begin

Required Modules

Complete all 2 required modules.

Modules	Completed	Score	
Belmont Report and Its Principles (ID 1127)	Incomplete	-	**Start**
Students in Research (ID 1321)	Incomplete	-	Start

List of Elective Modules with instructions on number of them that must be completed. (Here 1 module must be completed, and there are 8 to choose from as to which pertains to you best. You can always take more than 1 if you want.

Elective Modules

Complete 1 of 8 elective modules.

Modules	Completed	Score	
Defining Research with Human Subjects - SBE (ID 491)	Incomplete	-	Start
Assessing Risk - SBE (ID 503)	Incomplete	-	Start
The Federal Regulations - SBE (ID 502)	Incomplete	-	Start
Informed Consent - SBE (ID 504)	Incomplete	-	Start
Internet-Based Research - SBE (ID 510)	Incomplete	-	Start
Privacy and Confidentiality - SBE (ID 505)	Incomplete	-	Start
Research with Children - SBE (ID 507)	Incomplete	-	Start
Research in Public Elementary and Secondary Schools - SBE (ID 508)	Incomplete	-	Start

Supplemental Modules ⓘ

These are not required, but are optional courses for those interested in expanding their knowledge.

Modules	Completed	Score	
Mobile Apps and Human Subjects Research (ID 19728)	Incomplete	-	Start
Ethical and Appropriate Uses of Administrative Data for Research and Evaluation (ID 19826)	Incomplete	-	Start

For questions or issues with CITI, please contact the IRB Administrator Candy Swenson at cmswenson1@stcloudstate.edu