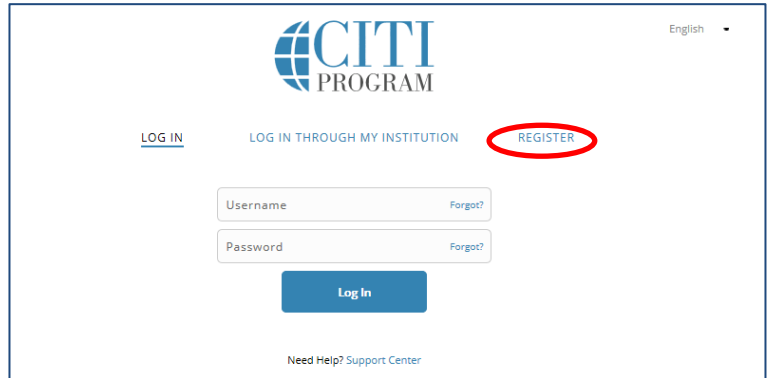


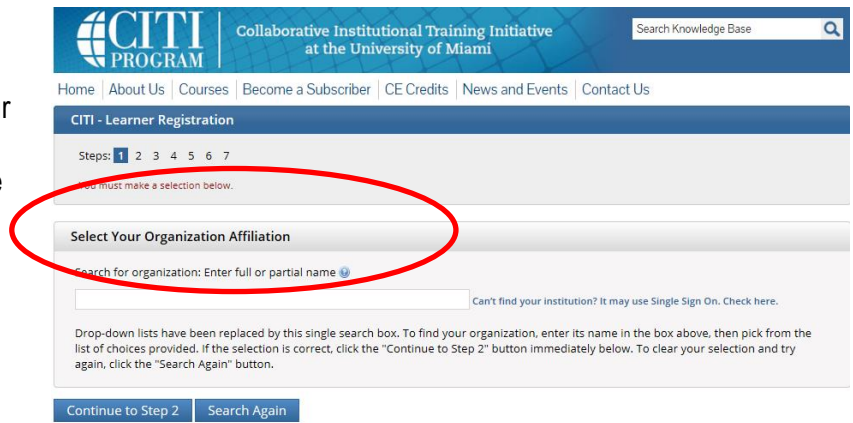
# CITI Registration Instructions

Go to **Citi Program**  
Select **REGISTER**



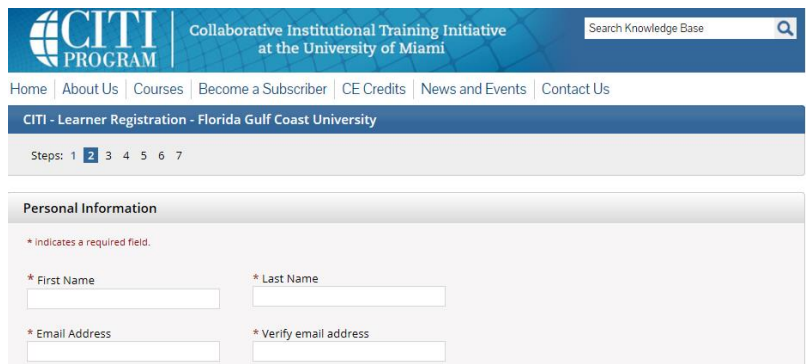
## Step 1

1. Enter **Florida Gulf Coast University** as your participating institution
2. Press **Continue to Step 2** at bottom of page



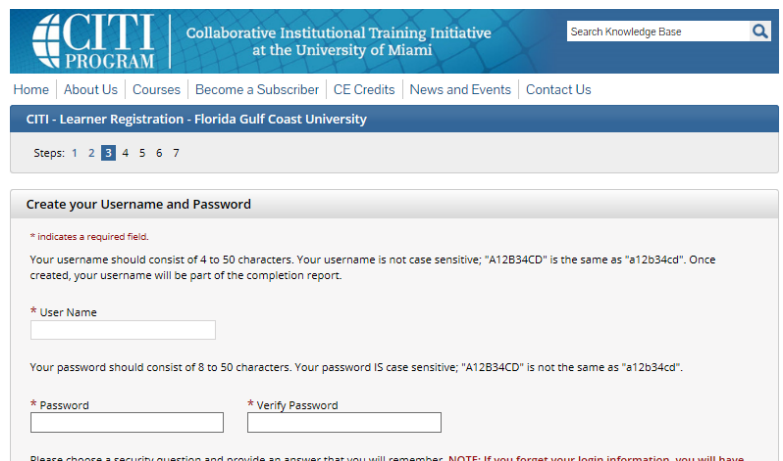
## Step 2

1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 3** at bottom of page



## Step 3

1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 4** at bottom of page



## Step 4

1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 5** at bottom of page

The screenshot shows the CITI Program website header with the logo and navigation links. Below the header, the page title is "CITI - Learner Registration - Florida Gulf Coast University". A progress bar indicates that Step 4 is the current step. The main content area is titled "Gender, Ethnicity and Race" and contains the following text: "Why does CITI Program ask about your gender, race and ethnicity?" and "Why does CITI Program use these categories?". A note states "\* indicates a required field." Below this, there is a section titled "\* I identify my Gender as:" with four radio button options: "Female", "Male", "Transgender or Other", and "Prefer not to answer".

## Step 5

1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 6** at bottom of page

The screenshot shows the CITI Program website header. The page title is "CITI - Learner Registration - Florida Gulf Coast University". A progress bar indicates that Step 5 is the current step. The main content area is titled "\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?". Below this, there is a paragraph of text explaining that CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements. It also mentions that CE credits/units for various professions are available for many CITI courses. Below the text, there is a section titled "Yes" with a radio button option "Yes". At the bottom of the page, there is a "No" option.

## Step 6

1. Complete items with asterisks
2. Press **Continue to Step 7** at bottom of page

The screenshot shows the CITI Program website header. The page title is "CITI - Learner Registration - Florida Gulf Coast University". A progress bar indicates that Step 6 is the current step. The main content area is titled "Please provide the following information requested by Florida Gulf Coast University". Below this, there is a note "\* indicates a required field." and four form fields: "Language Preference" (a dropdown menu), "\* Institutional email address" (a text input field), "Gender" (a dropdown menu), and "Highest degree" (a dropdown menu).

## Step 7 (course selection)

1. Select **the area(s) of interest**
2. Answer the resulting questions for each course\*

\* **Note:** On the screen following the selection of the human subjects research course, select, “**No, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past.” if you are completing the CITI course for the first time.

\* 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 of the following settings?

Choose all that apply

- Human Subjects Research
- Good Clinical Practice (GCP)
- Health Information Privacy & Security (HIPS)
- Biosafety Course
- US Export Control
- Responsible Conduct of Research (RCR)
- Conflicts of Interest (FCOI)
- Animal Research

## Step 8

This screen finalizes your registration.  
Press **Finalize Registration**

## Beginning a Course

The **Main Menu** is CITI's 'home base'.

Click **Florida Gulf Coast University Courses**

Course	Status	Completion Report	Survey
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators	Not Started	Not Earned	
Conflicts of Interest	Not Passed	Not Earned	

My Learner Tools for Florida Gulf Coast University

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)

To begin the course, **select the course under** the *Course* column. (The (HIPS) course here is an example, ask your professor, PI, or supervisor which course you are to sign up for.)

If you selected the wrong course in step 7, or to add a course, **select Add a course or update your learner group**

**CITI PROGRAM** Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Course CITI Health Information Privacy and Security (HIPS) for Clinical Investigators

**CITI Health Information Privacy and Security (HIPS) for Clinical Investigators - HIPS**

To pass this course you must:

- Complete all 11 required modules
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Your Current Score: **0%**

**Complete The Integrity Assurance Statement before beginning the course**

Required Modules	Date Completed	Score
Plagiarism (ID: 15156)	Incomplete	0/0 (0%)
About the Course (ID: 1416)	Incomplete	0/0 (0%)
Basics of Health Privacy (ID: 1417)	Incomplete	0/0 (0%)

The **Main Menu** summarizes your progress completing a course. (The graphic is a representation of the Main Menu for the *CITI Health Information Privacy and Security (HIPS) for Clinical Investigators* course.)

Every time you begin/re-enter a course, you must **click Complete The Integrity Assurance Statement before beginning the course**. You will return to the Main Menu after completing the Statement.

## Completing a Course Module

- Required modules need to be completed first, in the order listed. The optional and elective modules, if offered, can be selected at your preference.
- You are able to enter the program numerous times to complete a course.
- At the end of a module you have two choices:
  - Take the quiz (not every module has a quiz)
  - Return to the module list for this course (Main Menu)

## Module Quizzes

The module quizzes contain between 2 and 10 multiple choice and/or true/false questions. A score of 80% is needed to pass the course. Scores are calculated by combining your quiz scores. You can re-take the quiz to attain a passing score of 80%.

After completing the quiz, a screen explaining all of the answers appears.

## Ending a Session

When your session is finished, **select Logoff** at top of screen.

## Re-entering CITI

1. Go to **Citi Program**
2. **Enter your username and password**. You will be directed to CITI's Main menu.