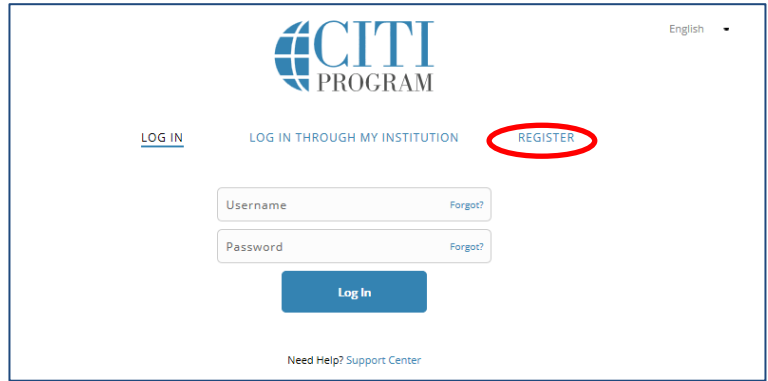


CITI Registration Instructions

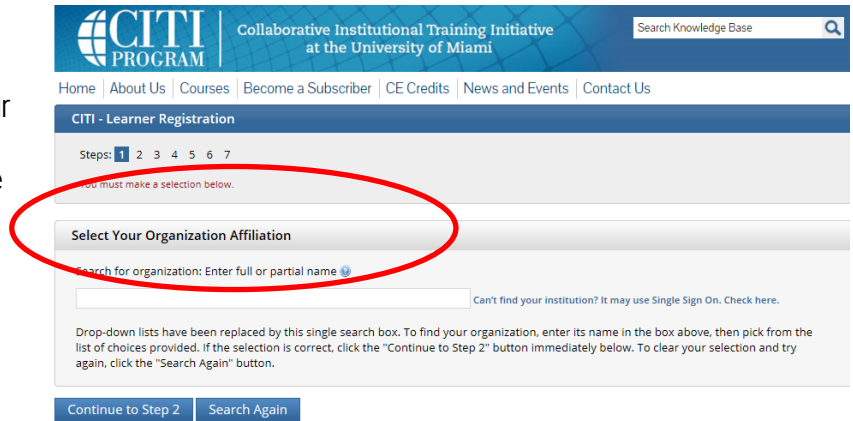
Go to [Citi Program](#)
Select **REGISTER**



The screenshot shows the CITI Program login page. At the top center is the CITI PROGRAM logo. Below the logo are three links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The "REGISTER" link is circled in red. Below the links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. A blue "Log In" button is centered below the input fields. At the bottom center, there is a link: "Need Help? Support Center".

Step 1

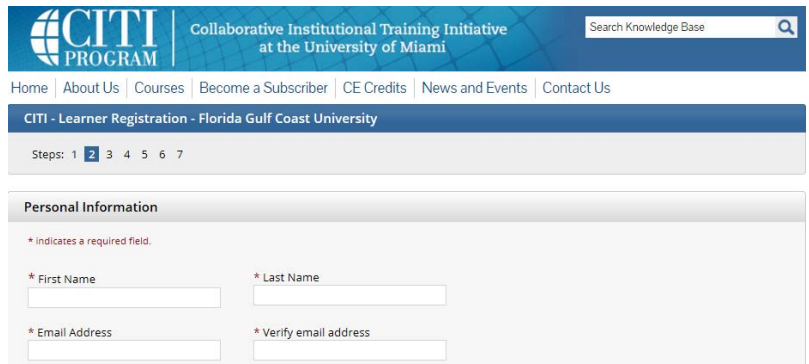
1. Enter **Florida Gulf Coast University** as your participating institution
2. Press **Continue to Step 2** at bottom of page



The screenshot shows the CITI Learner Registration page. At the top is the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the logo is a search bar labeled "Search Knowledge Base". A navigation menu includes links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The page title is "CITI - Learner Registration". Below the title is a progress indicator showing steps 1 through 7, with step 1 highlighted. The main content area is titled "Select Your Organization Affiliation" and is circled in red. It contains a search box with the placeholder text "Search for organization: Enter full or partial name". Below the search box is a button labeled "Search Again". At the bottom of the section are two buttons: "Continue to Step 2" and "Search Again".

Step 2

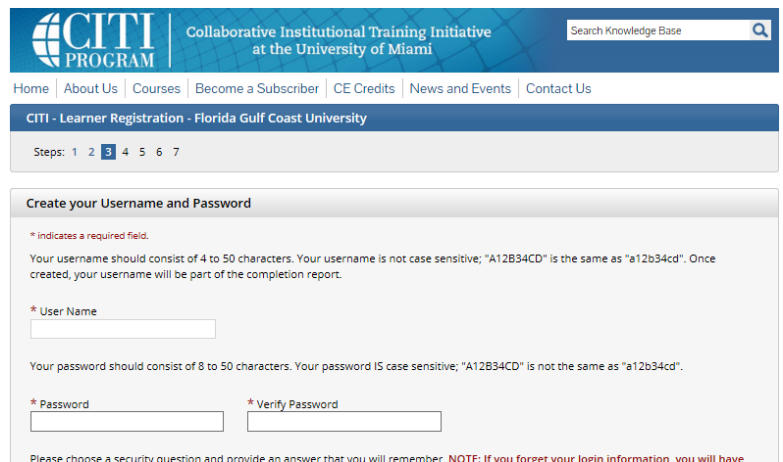
1. Complete items with asterisks, at a minimum
2. Press **Continue to Step 3** at bottom of page



The screenshot shows the CITI Learner Registration page. At the top is the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the logo is a search bar labeled "Search Knowledge Base". A navigation menu includes links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The page title is "CITI - Learner Registration - Florida Gulf Coast University". Below the title is a progress indicator showing steps 1 through 7, with step 2 highlighted. The main content area is titled "Personal Information" and is highlighted. It contains four input fields: "* First Name", "* Last Name", "* Email Address", and "* Verify email address". Below the input fields are two buttons: "Continue to Step 3" and "Search Again".

Step 3

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



The screenshot shows the CITI Learner Registration page. At the top is the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the logo is a search bar labeled "Search Knowledge Base". A navigation menu includes links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The page title is "CITI - Learner Registration - Florida Gulf Coast University". Below the title is a progress indicator showing steps 1 through 7, with step 3 highlighted. The main content area is titled "Create your Username and Password" and is highlighted. It contains three input fields: "* User Name", "* Password", and "* Verify Password". Below the input fields are two buttons: "Continue to Step 4" and "Search Again".

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 header with navigation links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The page title is "CITI - Learner Registration - Florida Gulf Coast University". A progress bar indicates steps 1 through 7, with step 4 highlighted. 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 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 header with navigation links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The page title is "CITI - Learner Registration - Florida Gulf Coast University". A progress bar indicates steps 1 through 7, with step 5 highlighted. A note states "* indicates a required field." 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 is a paragraph explaining that CITI offers 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, with availability indicated on course and module listings. A note asks users to "Please register your interest for CE credits below" by checking "YES" or "NO" dots. Below this is a section titled "Yes" with a radio button option. A paragraph explains that at the start of the course, users will be prompted to click on a "CE Information" page link located at the top of their grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for their course. Below this is a section titled "No" with a radio button option.

Step 6

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

The screenshot shows the CITI PROGRAM header with navigation links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The page title is "CITI - Learner Registration - Florida Gulf Coast University". A progress bar indicates steps 1 through 7, with step 6 highlighted. The main content area is titled "Please provide the following information requested by Florida Gulf Coast University". A note states "* indicates a required field." Below this are four required 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** (Contact Sherry Alexander, Research Compliance Coordinator sralexander@fgcu.edu)*
 2. Answer: **the resulting questions for each course.**
- *To be enrolled in the correct courses.

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)

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

Complete The Integrity Assurance Statement before beginning the course

Your Current Score: **0%**

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.