# How to Register, Create an Account, and take Pace University CITI Courses
## -- Instructions for Researchers --

There are two ways to learn how to register, create an account, add curriculum, and complete a course on the Collaborative Institutional Training Initiative (CITI) Program on-line research training website:

- Option 1: You may view the Pace University step-by-step instructions (last updated 21-Jun-21) which explain what to do:

  o **If you are registering to CITI for the first time:** Go to page 2 and follow Steps 1-9 on pages 2-12;

  o **If you are already registered at the CITI Program website under Pace University:** Go to page 13, follow Steps 1-4, then skip to Step 7 (on page 9) and follow the remaining steps;

  o **If you are already registered at CITI with an institution other than Pace University:** Go to page 14, follow Steps 1-5 on pages 14-15, then skip to Step 7 (on page 9) and follow the remaining steps.

- Option 2:  You may view the CITI 'Updated Guide to Getting Started Video' (last updated 13-Dec-19). CITI also has a text version of this content available: Updated Guide to Getting Started (last updated 6-Feb-20).

**If you are registering to CITI for the first time:** Follow Steps 1-9 on pages 2-12.

**If you are registering to CITI for the first time:**

– In your browser, search for the Collaborative Institutional Training Initiative (CITI) Program On-line research training website by entering "CITI Program" or go to https://www.citiprogram.org

– If you have never registered before (i.e., you do not have a CITI Program username), click the 'Register' button at the top right-hand side of the webpage. (See Print Screen shot below of one of the pictures you might see on the 'Home' webpage).
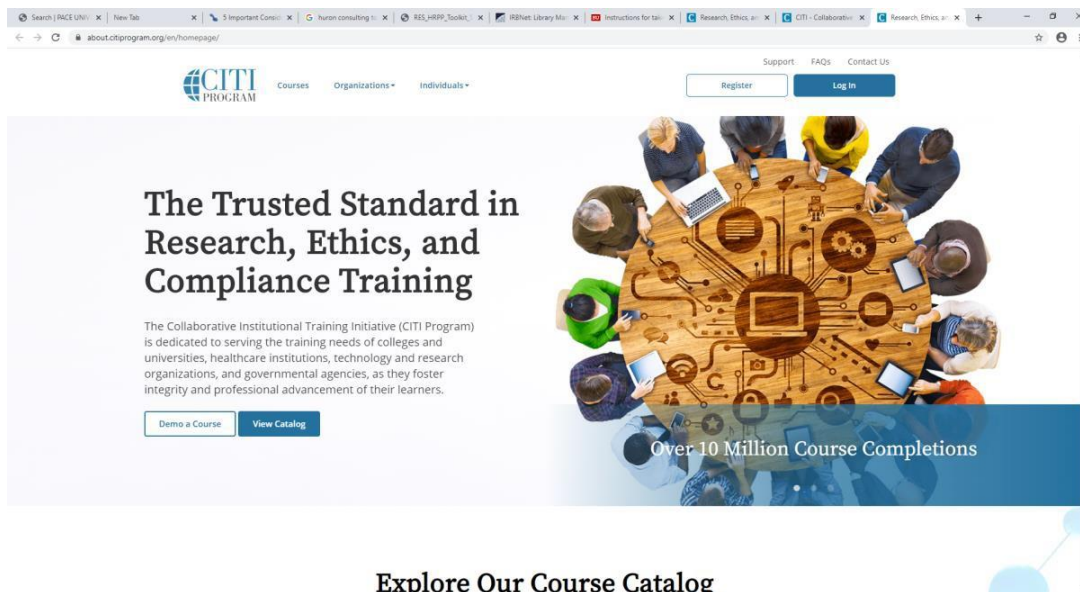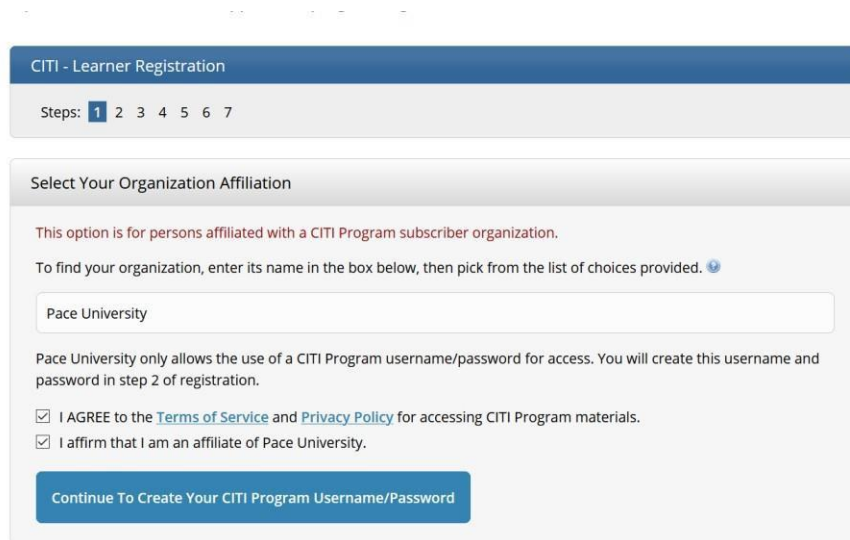


– After clicking on the 'Register' button, a dynamic drop-down list will appear with Step 1, as follows:

**If you are registering to CITI for the first time (continued)**

**Step 1: 'Select Your Organizational Affiliation:'** The CITI webpage offers two options: You may create an account that is affiliated with a 'CITI Program subscriber organization' or an 'Independent Learner Association' account. *All researchers and investigators, regardless of their affiliation status with Pace University, should select the first option (i.e., 'CITI Program subscriber organization');*

- Under the heading 'Select Your Organization Affiliation,' do the following:
  - o Type 'Pace University' in the box Select Your Organization Affiliation;'
  - o Check the box 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials;'
  - o Check the box 'I affirm that I am an affiliate of Pace University;'
  - o Click on the 'Register' button 'Continue to Create Your CITI Program Username/Password.'



- *A cautionary note: According to CITI's 'Terms of Service,' "claiming an active affiliation with a Subscribing Institution to which one is not entitled may be considered fraud and will result in disabling of all account credentials."*

**Step 2: 'Personal Information:'**

− Enter the required 'Personal Information' (i.e., First and last name, email address(es));
− Enter your Pace e-mail address, if you have one, otherwise enter your preferred email address;
− Click on the button 'Continue to Step 3.'

**Step 3:  Create a Username, Password, and Security Question and Answer:**

−   To create a username and password, follow the rules and instructions for creating your username and password listed on the webpage.  (See Print Screen shot below);



−   *A cautionary note: If there are any typographical errors in the Username, neither CITI Program, nor the Office of Research is able to change or correct it;*
−   Create a security question and answer;
−   Click on the button 'Continue to Step 4.'

**Step 4: 'Learner Registration:'** Complete by selecting the appropriate bubble for your answer, then click on the button 'Continue to Step 5.'

**Step 5: 'Continuing Education Unit (CEU) credit:'** Answer the questions following 'Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program Courses?' by selecting choice most appropriate for you, then click the button 'Continue to Step 6.' (See Print Screen shot below):

– Selecting 'Yes' simply qualifies you to obtain and purchase CEU credits once you have completed a CEU-eligible course; It does not obligate you to purchase CEU credits;

– Selecting 'No' will deactivate the CEU functionality in CITI's system, so CEU credits will not be available for purchase once you have started a course;

– If, at a later date, you wish to change your preference to 'Yes,' you may do so by clicking on the 'CE/CMEs' tab at the top of your CITI webpage and changing your 'CE Credit Status' from 'No' to 'Yes.'

**Step 6:** Answer the questions below the header 'Please provide the following information requested by Pace University,' which include your language preference, institutional email address, etc.;

- Note: In answering the 'Your Role in Research' question, please choose one answer from the drop-down menu (shown in the Print Screen shot below) which best describes your field of research and/or research role (e.g., Principal Investigator, Co-Investigator, Research Assistant, Lab/Research Staff).

**Step 7 - Select Curriculum:**

**Note: Pace University requires all investigators who will be conducting human subjects research to complete one of the following three courses in human subjects training:**

- **'Biomedical Research:'** Choose this group to satisfy the training requirements for Investigators involved primarily in Biomedical research with human subjects; **or**
- **'Social & Behavioral Research:'** Choose this group to satisfy training requirements for Investigators involved primarily in Social and Behavioral research with human subjects; **or**
- **Biomedical Data or Specimens Only Research:** No direct contact with human subjects.

- Select the appropriate course to complete by going to the bottom of the 'Courses' page and selecting the 'Add a Course' link within the gray box entitled 'Learner Tools for Pace University.' (See Print Screen shot below).
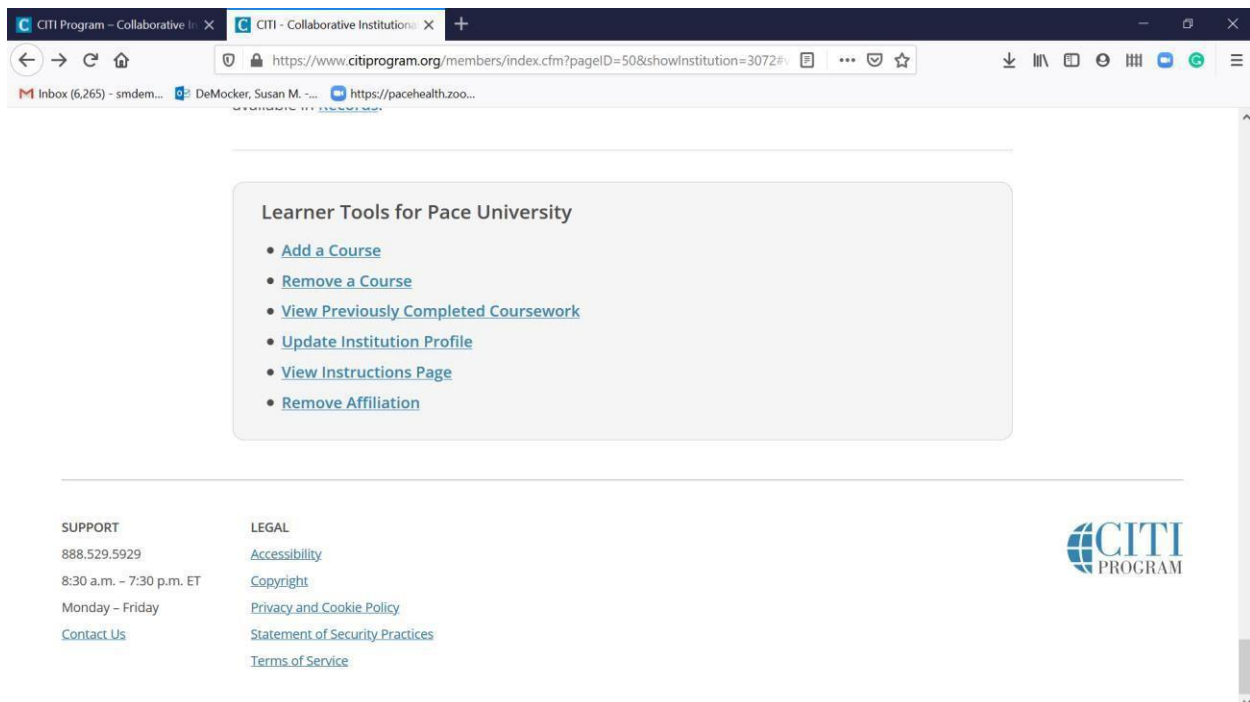


- The 'Add a Course' link will open to a page entitled 'Select Curriculum Pace University.' (See Print Screen Shot below). Select the most appropriate box, then click on the 'Next' button.

If you wish to take one of the three courses listed above:

- Answer 'Question 1' by checking the 'Human Subjects Research (HSR)' box, then click the 'Next' button;
- Answer 'Question 2' by checking the box that is the most appropriate learner group for you 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.  (See print screen shot below);
- Click on the 'Next' button to complete enrollment in one of these three courses.

To select and add other courses to your profile, click the 'Start Over' button at the bottom of the page.

**Step 8:  How to Complete an Active Course:**

− 'Active Courses:' You can see the active courses added to your profile listed under 'Pace University.' Locate the course you wish to complete and click on the 'Continue Course' button;

− 'Assurance Statement:' If this is the first time you are visiting this CITI webpage, click on and select 'I AGREE to the above…,' then click on the 'Submit' button.  If you have already done this, skip this step;

− 'CE Information:' The CITI webpage states, "To continue on to the course, please read the following information."  You may choose one of two options on this page:
   o Option 1: If you do not wish to qualify for or purchase CE credits and units (CEUs) through the CITI Program, then bypass the CITI Program link with information about CEUs, and click on the 'Continue to Course' button at the bottom of the page;
   o Option 2: If you wish to qualify for or purchase CEUs through the CITI Program, click on the link for Qualifying for and Purchasing CE Credits and Units and read the article provided by the CITI Program Support Center on how to register your interest in CEUs, then follow the instructions.

− As soon as one module is completed, the next module will become available and the 'Start' button for that module becomes clickable;

− To complete and pass a course, you must achieve an average minimum passing grade on:
   o (1) the quizzes associated with Required modules set by Pace University; and
   o (2) the quizzes associated with the minimum number of Elective modules that Pace has specified, if any;
   o After making all your selections on a quiz and submitting it, you will receive feedback on each answer;
   o You may retake any quiz to get a better score, or just move on to read the next module. Your progress will be reflected as you complete the module quizzes;

− Note that for some courses Pace has specified a required minimum grade per quiz, in addition to the minimum average score for the quizzes overall.  If set, you must also meet this requirement to pass;

− Pace may also include Supplemental (optional) modules with a course. These are entirely optional, and scores on the associated quizzes do not affect passing requirements. You may return to the course at a future time to review these modules if you prefer;

– When you meet the course passing requirements, you will be presented with a menu of options for what to do next.

**Step 9: How to Share a Course Completion Document:**

– CITI Program offers two kinds of documentation to reflect completion of a course: 'Completion Reports' and 'Completion Certificates.'  Both are available from the 'Records' tab for courses completed under all institutional affiliations, or as an Independent Learner;

– 'Completion Reports' are "transcripts" that include all quiz scores. Part 1 shows scores at the time you completed and passed the course.  Part 2 reflects any subsequent quiz attempts;

– 'Completion Certificates' are "diplomas" that do not include quiz scores. They are more suitable for sharing on sites like LinkedIn;

– Each 'Completion Report' and 'Completion Certificate' has a unique "verify" link that you can send to others to share your results (or use for online posting);

– For some institutions, a copy of the 'Completion Report' will be automatically sent to an administrator via email or provided via an automated data transfer. However, this is not currently the case at Pace.  For example, if you intend to submit an IRB application to the Pace University Institutional Review Board (IRB), you will need to upload a copy of a Report or Certificate to IRBNet or -- if asked to do so by the IRB administrative staff -- you may need to use the 'View-Print-Share' or 'Share Link' buttons to send a copy to the Pace IRB administrative staff.

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**Step 1:** In your browser, search for the Collaborative Institutional Training Initiative (CITI) Program On-line research training website by entering 'CITI Program" or go to https://www.citiprogram.org.

– Click on the 'Log In' button at the top right-hand side of the webpage. (See Print Screen shot below of one of the pictures you might see on the 'Home' webpage).



**Step 2:** Log in to your existing CITI account with the username and password you previously registered with.  This should take you to the 'Welcome' screen of your CITI account.

**Step 3:** Under Institution Courses, next to "Would you like to affiliate with another institution," click on 'Add An Affiliation.'

**Step 4:** Next to 'Pace University,' click on the 'View Courses' button. This will take you to the 'Show Courses for: Pace University' webpage that lists all Pace University active courses that you have added to your profile;

– If the course(s) you wish to take are listed here, no further action on your part is needed;
– If the course(s) you wish to take are not listed here, then scroll down to the 'Learner Tools for Pace University' section at the bottom of the page and click on 'Add a Course;'
– Skip to Step 7 (on page 9 above) and complete the remaining steps.

**If you are already registered at CITI with an institution other than Pace University:** Follow Steps 1-5 on pages 14-15, then skip to Step 7 (on page 9 above) and follow the remaining steps.

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**Step 3:** Under Institution Courses, next to "Would you like to affiliate with another institution," click on 'Add An Affiliation.'

**Step 4:** On the 'Affiliate with an Institution' page, in the text box under 'To find your organization, enter its name in the box below,' then pick from the list of choices provided, type in the word 'Pace' then select 'Pace University' from the drop-down menu. You need to agree to the terms of service to continue, so click on the check box next to 'I AGREE to the Terms of Service.' Next, you need to affirm

your affiliation with our institution, so click on the check box next to "I affirm that I am an affiliate of Pace University." Click on the 'Continue' button.
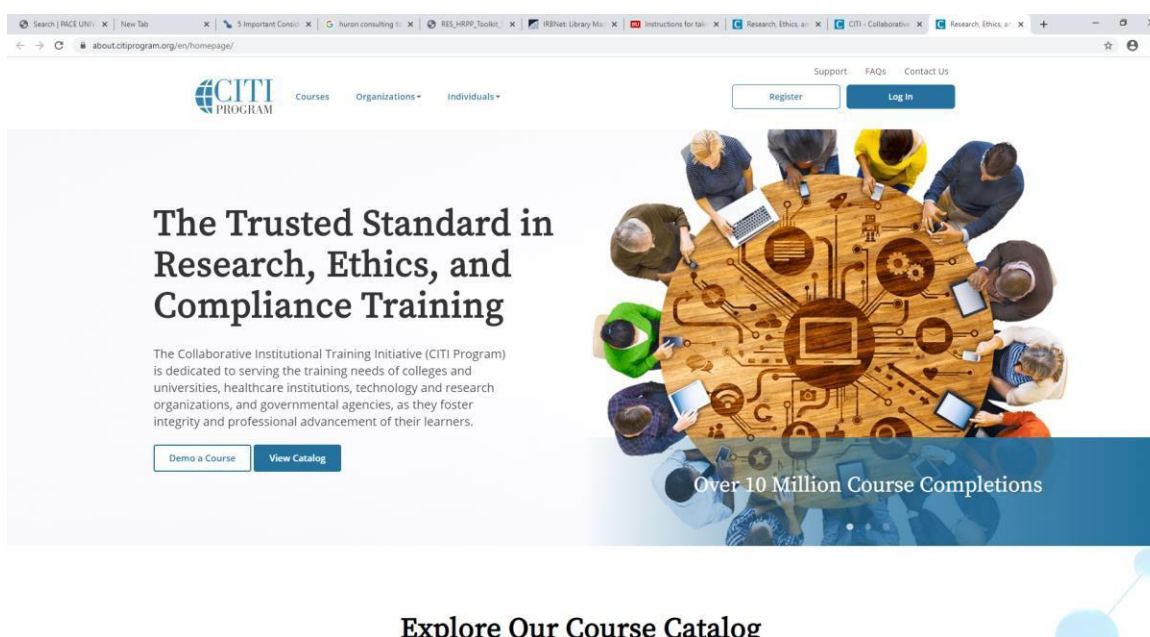
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