

CITI Human Subject Protection BASIC Exam Registration Instructions

1. Go to <https://www.citiprogram.org>
2. Click the button



3. Click the 'Participating Institutions' pull down and select 'Brigham and Women's Hospital' or 'Massachusetts General Hospital' and click the button. Ignore/skip the other pull downs.

4. Enter your First Name, Last Name, Primary email address and secondary email address. Primary Email address should be a Partners.org or other Partners/Harvard Institution address if you have one. Next, click the [Continue to Step 3](#) button.

CITI - Learner Registration

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](#)

5. Enter your Partners user name (preferable). If you do not have one, you may create your own.
6. Create a password using 8 or more letters and numbers. This password should be different from your Partners password.
7. Select a security question and provide an answer. Next, click the [Continue to Step 4](#) button.

CITI - Learner Registration

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](#)

8. Complete the Gender, Ethnicity and Race questions. If you prefer to not answer any or all, select the 'I would rather not disclose' option. Next, click the [Continue to Step 5](#) button.

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ
Why does CITI Program ask about your gender? ⓘ

* indicates a required field.

*** Your Gender Is:**

Male ←

Female

I would rather not disclose

*** Your Ethnicity Is: (You may choose only one)**

Hispanic or Latino ⓘ ←

Not Hispanic or Latino

I would rather not disclose

*** Your Race Is: (You may choose more than one)**

American Indian or Alaska Native ⓘ

Black or African American ⓘ ←

Asian ⓘ

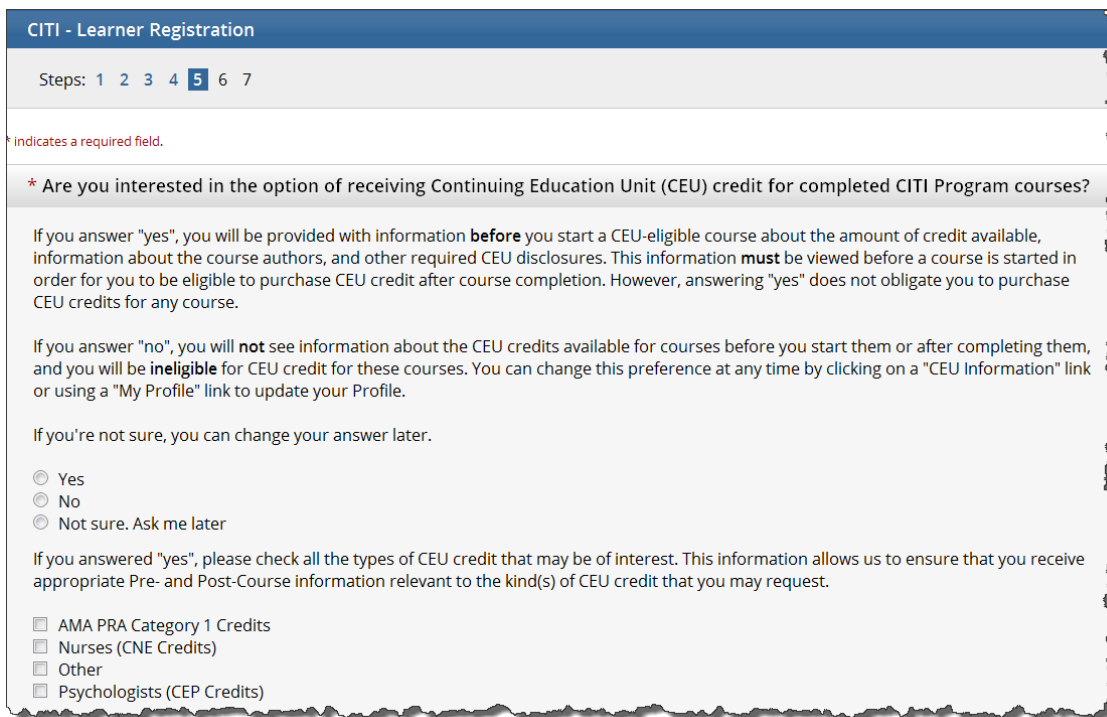
Native Hawaiian or Other Pacific Islander ⓘ

White ⓘ

I would rather not disclose

[Continue to Step 5](#) ←

9. Indicate if you will be requesting CME/CEU credit for the courses. If you will be requesting credit, indicate the CEU credit of interest.



CITI - Learner Registration

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?

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

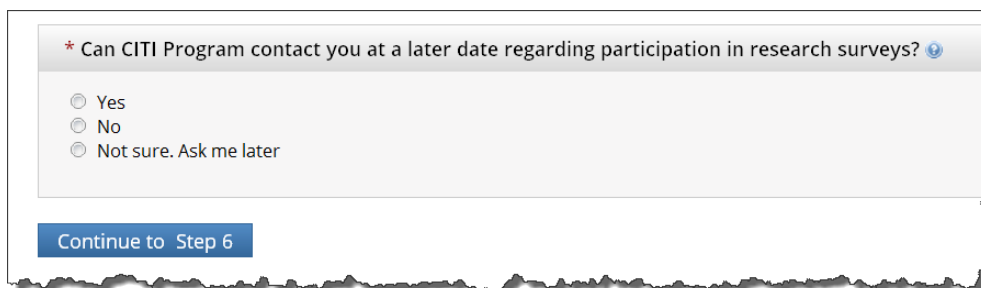
If you're not sure, you can change your answer later.

Yes
 No
 Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

AMA PRA Category 1 Credits
 Nurses (CNE Credits)
 Other
 Psychologists (CEP Credits)

10. Indicate if you would be interested in being contacted by CITI to participate in research surveys. Next, click the [Continue to Step 6](#) button.



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

Yes
 No
 Not sure. Ask me later

[Continue to Step 6](#)

11. Complete the required registration information. If you do not have a Partners user name yet, you may enter your CITI user name in the Partners user name field. Once you obtain a Partners user name, you should update this field.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by

* indicates a required field.

* Partners ID/Username

Language Preference

* Institutional email address

* Gender

* Highest degree

* Department

* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

Continue to Step 7

12. Click the [Continue to Step 7](#) button.


13. Select 1 of the 2 BASIC courses accepted by Partners IRBs. If unsure, select 'Biomedical Research.'

Question 1

BASIC COURSE

If you have not previously taken the BASIC course, select the course most appropriate to your research activities, otherwise skip to the Refresher/Continuing education section.

Choose one answer

Biomedical Research 

Social and Behavioral

Skip to the next question

14. Question 2 is about the Refresher Course so select 'Skip to the next question.'

Question 2

REFRESHER/CONTINUING EDUCATION COURSES

If you have previously completed the BASIC course and need to take a refresher course, select the course most appropriate to your research activities. For Biomedical research first time refresher users, begin with Refresher 101.

IMPORTANT: if you take a refresher course and have not completed the CITI BASIC course, the refresher course will not count towards your IRB human subject protection education requirement and you will be asked to completed the CITI BASIC course. If you are unsure what courses you have previously completed, contact the PHS CITI Administrator at citiprogram@partners.org.

Choose one answer

Biomedical Research Refresher 101

Biomedical Research Refresher 200

Biomedical Research Refresher 201

Social and Behavioral Refresher

Skip to the next question

15. MGH users will next have questions about Laboratory Animal Welfare. This section is **OPTIONAL** and may be skipped. The Laboratory Animal Welfare course **DOES NOT** fulfill the IRB human subject protection education requirement.

Question 3

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

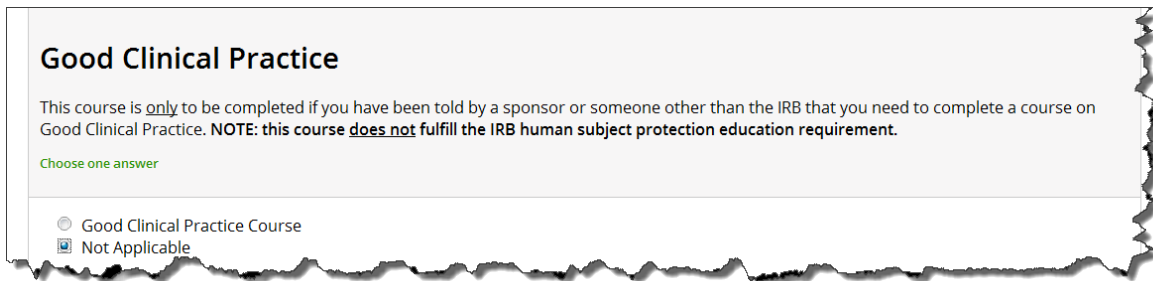
1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

"Working with the IACUC Course" is required if you plan to use lab animals in your work.

If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

16. The Good Clinical Practice question. You should answer 'Not Applicable' unless you have been told by your sponsor or someone other than the IRB that you must complete this course. This course **DOES NOT** fulfill the IRB human subject protection education requirement.



Good Clinical Practice

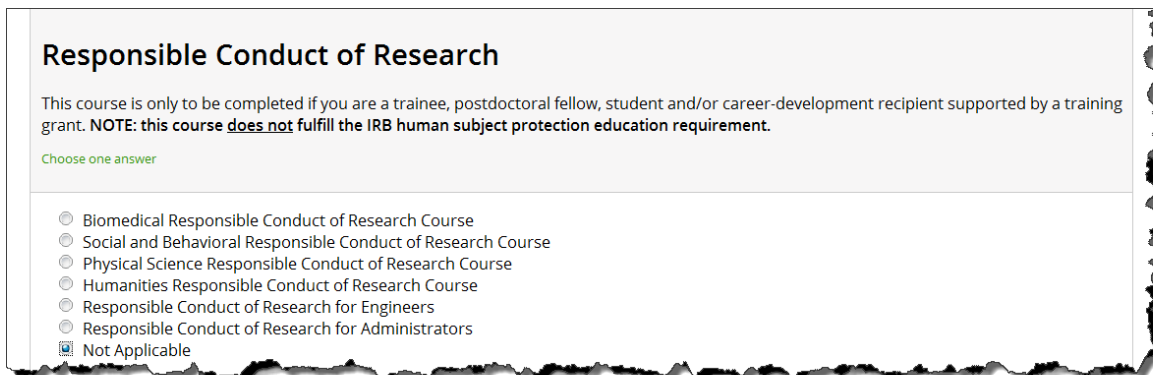
This course is only to be completed if you have been told by a sponsor or someone other than the IRB that you need to complete a course on Good Clinical Practice. **NOTE: this course does not fulfill the IRB human subject protection education requirement.**

Choose one answer

Good Clinical Practice Course

Not Applicable

17. The Responsible Conduct of Research question. You should answer 'Not Applicable,' unless you are a trainee, postdoctoral fellow, student and/or career-development recipient supported by a training grant. If in doubt, click 'Not Applicable.' You can change your answer at a later time. This course **DOES NOT** fulfill the IRB human subject protection education requirement.



Responsible Conduct of Research

This course is only to be completed if you are a trainee, postdoctoral fellow, student and/or career-development recipient supported by a training grant. **NOTE: this course does not fulfill the IRB human subject protection education requirement.**

Choose one answer

Biomedical Responsible Conduct of Research Course

Social and Behavioral Responsible Conduct of Research Course

Physical Science Responsible Conduct of Research Course

Humanities Responsible Conduct of Research Course

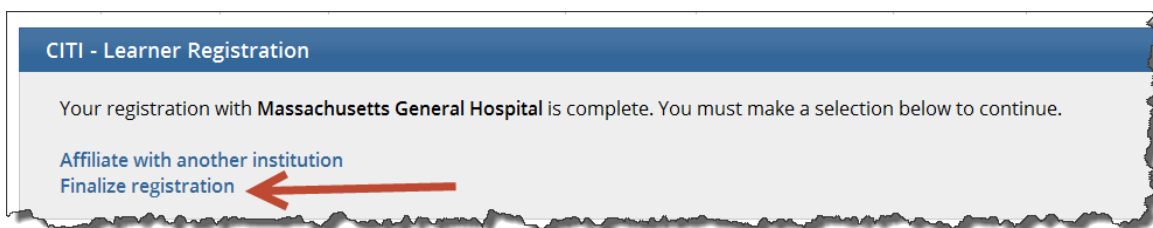
Responsible Conduct of Research for Engineers

Responsible Conduct of Research for Administrators

Not Applicable

18. Click the  button.


19. Click 'Finalize Registration' unless there is an institution other than BWH, MGH, Faulkner, NSMC you would like to receive your competition report.



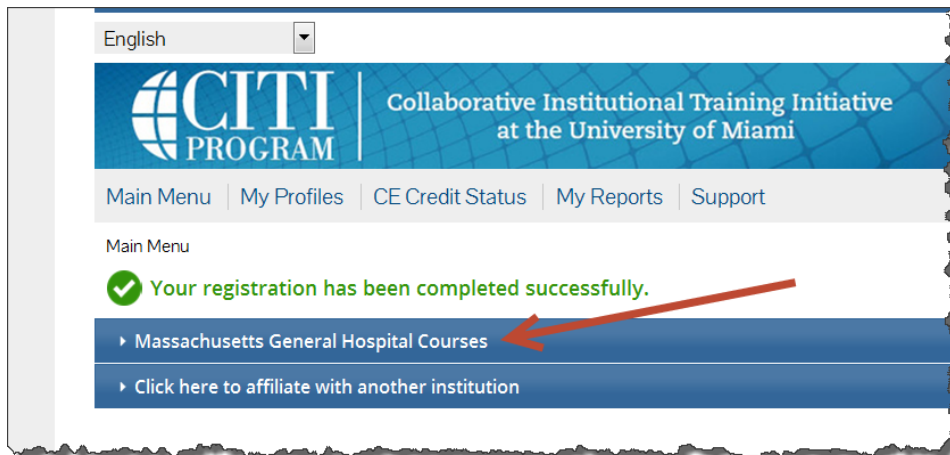
CITI - Learner Registration

Your registration with **Massachusetts General Hospital** is complete. You must make a selection below to continue.

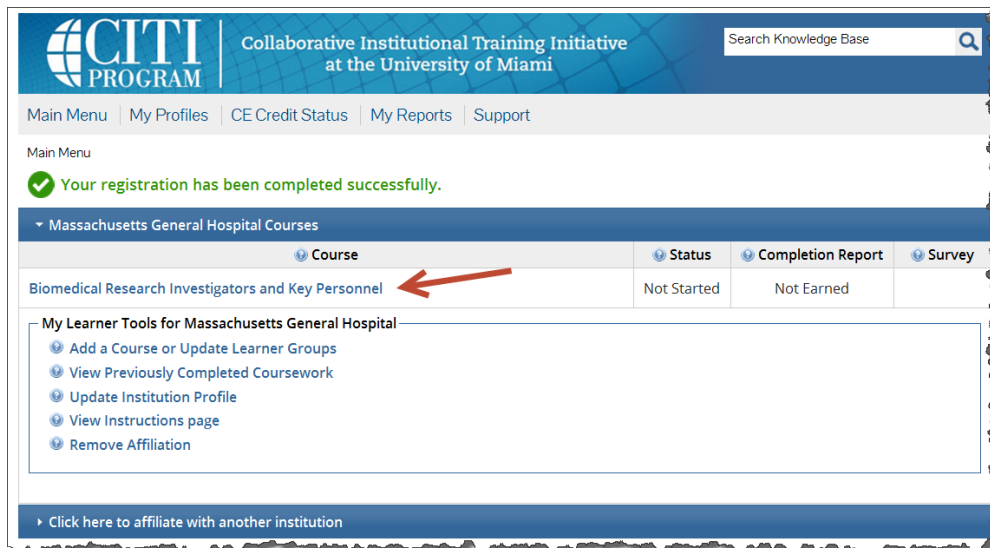
[Affiliate with another institution](#)

[Finalize registration](#) 

20. In the Main Menu click the words 'Massachusetts General Hospital Courses' or 'Brigham & Women's Hospital Courses' to expand the menu.



21. Click the course name to begin.



22. Click the 'Complete The Integrity Assurance Statement' link

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is also present. Below the navigation bar, there are links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". The main content area is titled "Biomedical Research Investigators and Key Personnel - Basic Course". It lists requirements for passing the course: "Complete all 15 required modules" and "Achieve an average score of 80% on all quizzes". A red arrow points to the text "Complete The Integrity Assurance Statement before beginning the course". To the right, it shows "Your Current Score" as "0%". Below this, there is a section for "Required Modules" with a table that has columns for "Date Completed" and "Score".

Required Modules	Date Completed	Score
Introdu...	Incomp...	0/0 (0%)

23. Indicate your agreement to the CITI Terms and Conditions and click the [Submit](#) button.

The screenshot shows a form with the following content:

Select the appropriate statement then click the Submit button:

- I AGREE to the above and the other [Conditions of Use](#) for accessing CITI Program materials.
- I DO NOT AGREE, and wish to be contacted about one or more of the Conditions of Use.

[Submit](#)

24. You are now ready to start completing modules. Click on the title of the first module 'Introduction' to begin. Follow the directions for each module to complete. The course takes 4-6 hours to complete. You do not have to complete in one sitting. You may stop and start as you wish.

The screenshot shows the CITI PROGRAM dashboard for the course 'Biomedical Research Investigators and Key Personnel - Basic Course'. The user's current score is 0%. A table lists the required modules, with 'Introduction (ID: 757)' highlighted by a red arrow.

Required Modules	Date Completed	Score
Introduction (ID: 757)	Incomplete	0/0 (0%)
History and Ethical Principles (ID: 498)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)

25. To resume the exam, login with your CITI username and password. If you have forgotten your login information, click the 'Forgot Username or Password' link and it will be sent to you.

The screenshot shows the CITI PROGRAM login page. It includes a navigation menu, a search bar, and a login form. The login form has fields for Username and Password, a Log In button, and links for 'Forgot Username or Password?' and 'Create an account Register'. Red arrows point to the Username, Password, and Log In fields.

26. Click the course name link under the Main Menu to resume.

The screenshot shows the CITI PROGRAM interface. At the top, there is a search bar for the Knowledge Base. Below the navigation menu, the 'Main Menu' is expanded to show 'Massachusetts General Hospital Courses'. A table lists the course 'Biomedical Research Investigators and Key Personnel' with a status of 'Incomplete' and a completion report of 'Not Earned'. A red arrow points to the course name. Below the table, there are 'My Learner Tools for Massachusetts General Hospital' including options to add courses, view completed work, update profiles, view instructions, and remove affiliations.

27. When you have completed all required modules successfully, you will be able to print a copy of your completion report. Partners IRBs is notified automatically of your completion. If you have any questions about your completion report, contact your IRB [protocol administrator](#) or send an email to citiprogram@partners.org.

This screenshot shows the same CITI PROGRAM interface as above, but the course 'Biomedical Research Investigators and Key Personnel' is now in a 'Passed' status, dated 12/16/2013. A red circle highlights the 'Print Report' button in the 'Completion Report' column. The 'Take Survey' button is also visible. The 'My Learner Tools' section remains the same.