

For individuals who do not have current CITI Accounts

Go online to www.citiprogram.org.

Welcome page - Click on the Register box to create an account: [Register](#)

1. **Select an Institution** – Under **Participating Institutions**: select University of Louisville.
2. **Name and Email Address** – Enter your first and last name and your email address. **Please enter your @louisville.edu email address.** In anticipation of the new disclosure system, having the U of L address here will facilitate matching up training completion. **Please note:** the email addresses entered here are the ones that any future password requests will be sent to; you are encouraged to use addresses that are stable and make sure to enter them without any typos.
3. **Select Your User Name and Password**– Follow the instructions on the page regarding size and criteria. The username and password can be anything of your choosing that is accepted by the system.
Security Question and Answer – Follow the instructions to select a security question and provide an answer. This is necessary in case you forget your log in information.
4. **Gender, Ethnicity and Race** – Please answer the questions regarding demographics.
5. **CEU Credits:** You can sign up for these if you choose. Please note: any fees associated with CEU credits are paid by the individual, not the institution. These credits apply to Human Subjects Courses only.
6. **Member Information**– Complete the demographic information. **If you have a University of Louisville ID** (Employee or Student), please enter it in the Employee Number field.
7. **Language**– Select a preferred language and click Next.
8. **Course Selections:**
 - a. Indicate you need COI training by selecting Yes and click Next.

USA - English Log In Register Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* Would you like to take the Conflict of Interest Course?

Choose one answer

☐ Yes

☐ No

Next

- b. The next question asks whether you need human subjects training. If you are just registering for the COI course, answer no. If you need human subjects training also, answer yes. Click Next.
 - c. If you answered Yes to the previous question, then the following question relates to human subjects training. If you answered no to the previous question, this step will be skipped. If you have this step. Select a Group and click Next.
 - d. Again, If you answered Yes to the human subjects training question, then you will have this question relating to Good Clinical Practice training. If you answered no to human subjects training, then this step will be skipped. If you have this step. Select an answer and click Next. Only select yes if your research projects require this training.
 - e. The next question pertains to Responsible Conduct of Research Training. Select one of these only if you are required to complete this training (NSF funding, NIH funding on training grants, career development grants, post-docs, etc.), if not, click No RCR Course Needed and then click Next.
9. **Registration Completion** – At this point, you can affiliate with additional institutions if you so choose. If not, click on Finalize Registration.
10. **Main Menu** – Under My Courses you will see the required courses for your chosen group. Click on the course name to begin the training. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement; Click on the name of the Module to start each module. There are 4 modules and associated quizzes to complete.

Upon completion of all required modules and achieving 80% overall correct, a link will appear on the **Grade Book** page with your **Completion Report**. This is also available on the main menu page (see below).

The screenshot shows the CITI Program web interface. At the top, there is a language dropdown set to 'English' and a user ID 'Research Integrity ID: 36233' with links for 'Log Out' and 'Help'. The header features the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami', along with a 'Search Knowledge Base' search bar. Below the header is a navigation bar with links: 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', 'Support', and 'Admin'. The 'Main Menu' section is expanded, showing a dropdown for 'University of Louisville Courses'. Below this is a table with columns: 'Course', 'Status', 'Completion Report', and 'Survey'.

Course	Status	Completion Report	Survey
CITI Good Clinical Practice Course	Incomplete	Not Earned	
Conflict of Interest	Passed 06/26/2012	Print Report	Take Survey
Group 1. Biomedical Research Investigators and Key Personnel.	Not Started	Not Earned	

Below the table is a section titled 'My Learner Tools for University of Louisville' with a list of links: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom of the interface is a link: 'Click here to affiliate with another institution'.

Print this report for your records. The Research Integrity Program will be automatically notified of your successful completion and the data will be transferred to the master database for access by the University reporting software. Data updates are loaded each morning. If you need the database updated sooner, please call 502-852-2454.