



Overview

This Quick Reference Guide (QRG) is designed to walk users through linking their CITI Program Account to their UVA Institutional Account.



All UVA users must use their UVA ID to log into their CITI Account. This required NetBadge to be linked to their CITI Account. The first attempt to log in to CITI will prompt you to associate your SSO account with a CITI Program Account.

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Creating a new CITI Account and associating your NetBadge credentials

If you do not have a CITI Program account already, continue.

If you have an existing CITI Program account from your previous institution, click [HERE](#).

1. Log in using this [CITI link](#), and authenticate with NetBadge.
2. Select the radio button next to **I don't have a CITI Program account and I need to create one.**

Associate your SSO account with a CITI Program account

Please choose an option:

I already have a CITI Program account.

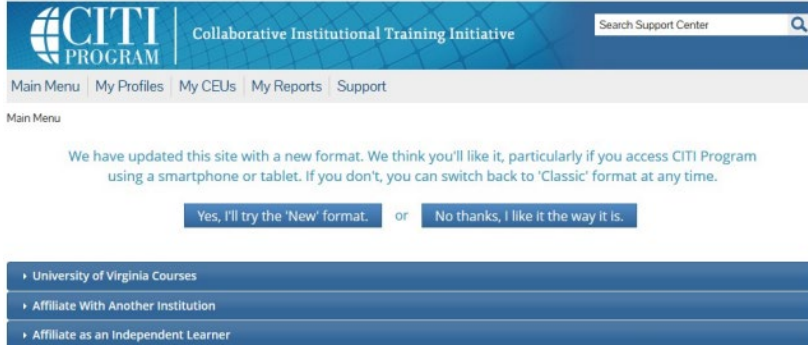
I don't have a CITI Program account and I need to create one.

Logging into CITI Training – Quick Reference Guide

3. Select the **Create A New CITI Program Account** button.

Create A New CITI Program Account

You may see the following screen:



4. Select **Yes, I'll try the 'New' format** (recommended) or **No thanks, I like it the way it is**.

If you have logged in properly through NetBadge, your name should appear in the upper right-hand corner of the screen.

You have successfully completed this task.

Linking an existing CITI Account to Netbadge credentials

1. Log in using this [CITI link](#), and authenticate with NetBadge.
2. Select the radio button next to **I already have a CITI Program account**.

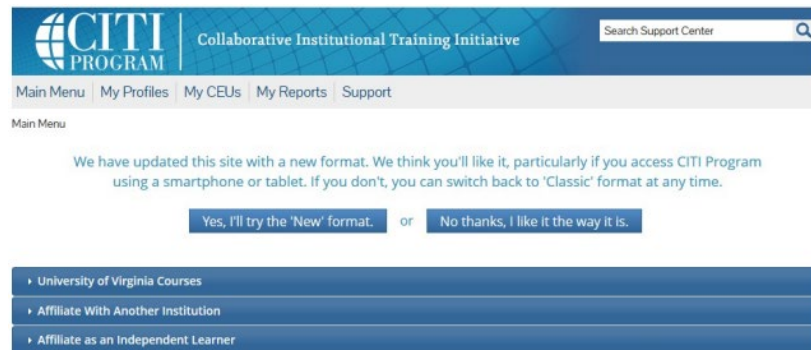
The screenshot shows a dialog box titled 'Associate your SSO account with a CITI Program account'. Below the title, it says 'Please choose an option:'. There are two radio button options: 'I already have a CITI Program account.' (which is selected) and 'I don't have a CITI Program account and I need to create one.'.

3. Use your CITI Program Username and Password to log in:

The screenshot shows a login form titled 'Link to an existing CITI Program account'. The text reads: 'To link your existing CITI Program account to your SSO account, please log in to your CITI Program account.' Below this is a note: '* indicates a required field.' There are two input fields: 'CITI Program Username *' and 'CITI Program Password *'. A blue 'Log In' button is located below the password field. At the bottom, there is a link: 'Did you forget your CITI Program account username or password?'.

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You may see the following screen:



4. Select **Yes, I'll try the 'New' format** (recommended) or **No thanks, I like it the way it is.**

If you have logged in properly through NetBadge, your name should appear in the upper right-hand corner of the screen.

You have successfully completed this task.

Adding Courses

CITI utilizes a Questionnaire to help you understand which courses you should enroll in and add those to the courses listed in the **Courses Ready to Begin** section.

From your CITI Program **My Courses** screen:

1. Select **Learner Tools** or scroll to the bottom of the page to see the Learner Tools:

Learner Tools for University of Virginia

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

2. Select **Add a Course.**
3. Answer the Select Curriculum questionnaire, which has specific questions for each category of training. Items in bold below *could be required*.
 - a. **Question 1 – Human Subjects Research**

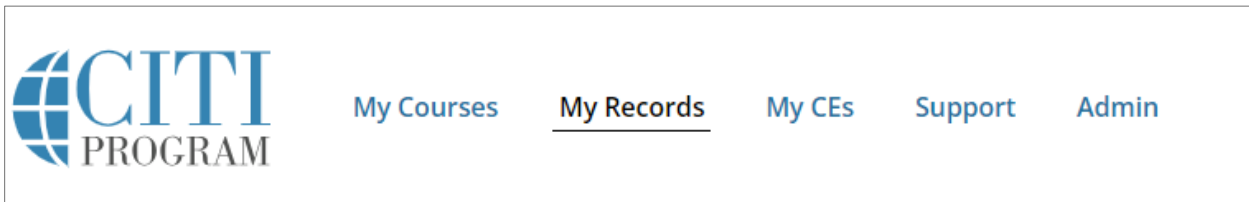
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- b. **Question 2 – Good Clinical Practice**
- c. Question 3 – Laboratory Animal Welfare
- d. **Question 4 – Responsible Conduct of Research**
- e. **Question 5 – Conflicts of Interest** (you are required to answer this question each time you complete the questionnaire)
- f. Question 6 – Family Educational Rights and Privacy Act (FERPA)
- g. **Question 7 – Export Control Regulations**
- h. Question 8 – FERPA: A Quick Review of the Law for Researchers and IRBs
- i. Question 9 – Bioethics
- j. Question 10 – Essentials of Statistical Analysis
- k. Question 11 – Research Study Design
- l. **Question 12 – Undue Foreign Influence: Risks and Mitigations**
- m. Question 13 – Clinical Research Coordinator (CRC)
- n. Question 14 – IRB Protocol Review
- o. Question 15 – Optional Webinars

Checking Course Completion

At the top of the CITI Program page,

1. Select **My Records** from the top menu:



2. Find the course that you are checking, and view the course information, including passing score (if any), your score (if any), Start Date, Completion Date, Expiration Date, and a downloadable/printable completion record:

Export Controls - CITI Export Controls Course (ID 55425)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Stage 1	19906241	80%	100%	22-Aug-2016	22-Aug-2016	-	View	View-Print-Share