



Completing Training in CITI Quick Reference Guide

Overview

This Quick Reference Guide (QRG) is designed to walk users through using the CITI Program to complete training. It includes instructions for logging in, creating an account or associating your previous account, adding courses and checking course completion.



All UVA users must use their UVA ID to log into their CITI Account. This requires 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.

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

Create A New CITI Program Account

You may see the following screen:

The screenshot shows the CITI Program website header with the logo and navigation links: Main Menu, My Profiles, My CEUs, My Reports, and Support. Below the header, there is a message about a new site format and two buttons: 'Yes, I'll try the 'New' format.' and 'No thanks, I like it the way it is.' Below this, there are three blue buttons: 'University of Virginia Courses', 'Affiliate With Another Institution', and 'Affiliate as an Independent Learner'.

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.**

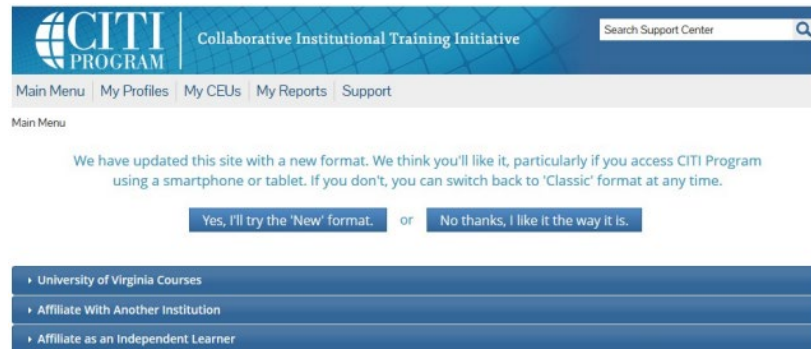
The dialog box titled 'Associate your SSO account with a CITI Program account' contains the text 'Please choose an option:' and two radio buttons. The first radio button is selected and is labeled 'I already have a CITI Program account.' The second radio button is labeled 'I don't have a CITI Program account and I need to create one.'

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

The form titled 'Link to an existing CITI Program account' contains the text 'To link your existing CITI Program account to your SSO account, please log in to your CITI Program account.' and a note '* indicates a required field.' Below this are two input fields: 'CITI Program Username *' and 'CITI Program Password *'. A blue 'Log In' button is at the bottom. At the very 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.

Logging into CITI

The preferred way to log into CITI is through this [CITI link](#), which will automatically log you in through NetBadge to your UVA Organizational Account.

If you are logging in from a bookmark or have been logged out and need to log back in, you might see this login screen:

The screenshot shows the CITI Program login screen. At the top, there is the CITI PROGRAM logo and a language selector set to "English". Below the logo, there are three links: "LOG IN", "LOG IN THROUGH MY ORGANIZATION" (which is highlighted with an orange box), and "REGISTER". Below these links are two input fields: "Username" and "Password", each with a "Forgot?" link next to it. At the bottom, there is a blue "Log In" button.

1. Click **LOG IN THROUGH MY ORGANIZATION**.
2. Type **Virginia** into the search bar, then select **University of Virginia** from the drop-down menu:

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Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of Virginia

Virginia Commonwealth University

Virginia Mason (VM) Benaroya Research Institute at Virginia Mason (BRI)

Virginia Polytechnic Institute & State University (Virginia Tech)

West Virginia University

Adding Courses

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**.

This will open a Questionnaire that you will use to Select Curriculum.

3. Complete the Questionnaire:

The applicable training courses will be displayed based upon how you answer the questions. Some questions contain guidance that you can read to determine how to answer the question. The following is a summary of the questions:

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- Select whether you are enrolling in **Research Compliance Training** or **Telehealth Continuing Education**
 - Selecting Telehealth Continuing Education will take you directly to those questions and skip the Research Compliance questions.
- Select whether you want to enroll in the **Basic Responsible Conduct of Research** training.
- Select whether you want to enroll in the **Conflicts of Interest** training.
- Select whether you want to enroll in the **Undue Foreign Influence** training.
- Select whether you are involved in **Human Subjects Research**:
 - If you select YES, more questions will be displayed to determine whether you want to add courses associated with **IRB-HSR**, or **IRB-SBS**, or both. Then, you'll be able to select the appropriate required courses and electives.
- Select a **Good Clinical Practice** training module, if required.
- Select from a variety of additional optional modules, if desired, Otherwise, click Next.
- Select from a variety of optional **webinars**, if desired. This is the final question. Clicking Next will enroll you in any courses you selected during this process.



There is not a way to navigate directly to a specific question, but you can quickly answer No to those you do not wish to add until you get through all the questions.

You may complete this questionnaire as many times as you would like to add courses, modules, or webinars later.

4. View Courses.

Courses added through the Add Course questionnaire process will appear on your **My Courses** page under **Courses Ready to Begin**.

CITI PROGRAM

My Courses | My Records | My CEs | Support | Admin

✓ You are now enrolled in the course(s) you selected.

Show Courses for: University of Virginia [Institution List](#)

University of Virginia

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

University of Virginia
Basic RCR Course
Stage 1 - Basic

0 / 4 modules completed [Start Now](#)

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5. Complete the Course(s).

Click **Start Now** next to the course you wish to begin.

Once you have begun the training, most CITI courses allow you to leave and resume training, rather than completing all at once.

To resume training that is already in-progress, find the training in the Active Courses section:

The screenshot displays two sections of the CITI Training interface. The top section, titled 'Active Courses', features a course card for 'University of Virginia Conflicts of Interest Stage 1'. It shows '1 / 2 modules completed' with a progress bar and a 'Continue Course' button. The bottom section, titled 'Courses Ready to Begin', features a course card for 'University of Virginia Basic RCR Course Stage 1 - Basic'. It shows '0 / 4 modules completed' with a progress bar and a 'Start Now' button. Both sections include a 'Learner Tools' link in the top right corner.

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