

## 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 by direct link or by browsing, 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.

## Table of Contents

Overview .....	1
Table of Contents .....	1
Creating a new CITI Account and associating your NetBadge credentials .....	1
Linking an existing CITI Account to Netbadge credentials.....	2
Logging into CITI .....	3
Adding Required Courses .....	4
Browsing and Adding Elective Courses.....	6
Checking Course Completion .....	8

## 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 form titled 'Associate your SSO account with a CITI Program account'. Below the title is the text 'Please choose an option:'. There are two radio buttons: the first is selected and labeled 'I already have a CITI Program account.', and the second 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 screenshot shows a form titled 'Link to an existing CITI Program account'. Below the title is 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.'. There are two input fields: 'CITI Program Username \*' and 'CITI Program Password \*'. Below the input fields is a blue 'Log in' button. At the bottom of the form is the text 'Did you forget your CITI Program account username or password?'.

## Logging into CITI Training – Quick Reference Guide

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 page. At the top left is the CITI PROGRAM logo. At the top right is a language selector set to "English". Below the logo are three links: "LOG IN", "LOG IN THROUGH MY ORGANIZATION" (highlighted with an orange box), and "REGISTER". Below these links are two input fields: "Username" and "Password", each with a "Forgot?" link. At the bottom 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:

## Logging into CITI Training – Quick Reference Guide

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 Required Courses

Depending on your role or the type of research you participate in, you might be required to take one or more online courses through CITI. You can add the courses below directly to your CITI learning by clicking on the applicable link(s).

1. Click on the applicable link(s) to add the training to your CITI learning account.

Training Course	Required Learners
<a href="#">Conflict of Interest (COI)</a>	All UVA Investigators, as defined by UVA Policy RES-011, must complete this course prior to engaging in research and at least once every 4 years thereafter.
<a href="#">Research Security</a>	All Investigators (any individual, regardless of title, role, or position, who is responsible for the design, conduct, or reporting of research on a proposal to a relevant federal agency/under a relevant solicitation) must complete the Research Security training annually.
<a href="#">Responsible Conduct of Research</a>	You must complete this training if you are an undergraduate student, graduate student, post-doctoral researcher, faculty member, or other senior personnel required to take Responsible Conduct of Research (RCR) training for a National Science Foundation grant.
<a href="#">IRB-HSR Researcher Basic Course</a>	Those who are involved in Health Sciences Research and <u>have not</u> completed the Basic Course before.
<a href="#">IRB-HSR Researcher Refresher Course</a>	Those who are involved in Health Sciences Research and <u>have</u> previously taken the IRB-HSR Researcher Basic Course.

## Logging into CITI Training – Quick Reference Guide

<a href="#">IRB-HSR Staff/Board Member Basic Course</a>	Health Sciences IRB Staff or Board Members who <u>have not</u> completed the Basic Course before.
<a href="#">IRB-HSR Staff/Board Refresher Course</a>	Health Sciences IRB Staff or Board Members who <u>have</u> previously taken the IRB-HSR Staff/Board Member Basic Course.
<a href="#">IRB-SBS Researcher Basic Course (Without Prisoners)</a>	Those who are involved in Social/Behavioral Sciences Research ( <b>without prisoners</b> ) and <u>have not</u> completed the Basic Course before.
<a href="#">IRB-SBS Researcher Basic Course (With Prisoners)</a>	Those who are involved in Social/Behavioral Sciences Research ( <b>with prisoners</b> ) and <u>have not</u> completed the Basic Course before.
<a href="#">IRB-SBS Researcher Refresher Course</a>	Those who are involved in Social/Behavioral Sciences Research and <u>have</u> previously taken the IRB-SBS Researcher Basic Course.
<a href="#">IRB-SBS Staff/Board Member Basic Course</a>	Social/Behavioral Sciences IRB Staff or Board Members who <u>have not</u> completed the Basic Course before.
<a href="#">IRB-SBS Staff/Board Member Refresher Course</a>	Social/Behavioral Sciences IRB Staff or Board Members who <u>have</u> previously taken the IRB-SBS Staff/Board Member Basic Course.
<a href="#">GCP for Clinical Trials with Investigational Drugs and Medical Devices (FDA Focus)</a>	Researchers involved in Full Board studies must take the applicable GCP for Clinical Trials course (FDA focus or ICH focus) if they <u>have not</u> completed this course before.
<a href="#">Refresher - GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)</a>	Researchers involved in Full Board studies must take the applicable Refresher Training (FDA focus or ICH focus) if they <u>have</u> completed the full course before.
<a href="#">GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)</a>	Researchers involved in Full Board studies must take the applicable GCP for Clinical Trials course (FDA focus or ICH focus) if they <u>have not</u> completed this course before.
<a href="#">Refresher - GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)</a>	Researchers involved in Full Board studies must take the applicable Refresher Training (FDA focus or ICH focus) if they <u>have</u> completed the full course before.

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

2. View courses:

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

### Browsing and 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.

- Select whether you are enrolling in **Research Compliance Training** or **Telehealth Continuing Education**
  - Selecting the Research Compliance Training will take you to questions pertaining to both required and elective courses.
- Answer each question to see all your options.



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**.

## Logging into CITI Training – Quick Reference Guide

The screenshot shows the CITI PROGRAM interface. At the top left is the CITI PROGRAM logo. To its right are navigation links: **My Courses** (highlighted with an orange box), My Records, My CEs, Support, and Admin. Below the navigation is a green confirmation message: "You are now enrolled in the course(s) you selected." Below this is a filter for "Show Courses for:" with a dropdown menu set to "University of Virginia" and an "Institution List" button. The main heading is "University of Virginia". Underneath, there are two sections: "Active Courses" (with a "Learner Tools" link) and "Courses Ready to Begin" (also with a "Learner Tools" link). The "Active Courses" section states "You have no active courses for this Institution." The "Courses Ready to Begin" section features a course card for "University of Virginia Basic RCR Course Stage 1 - Basic" with "0 / 4 modules completed" and a "Start Now" button (highlighted with an orange box).

### 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 them all at once.

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

The screenshot shows two sections of the CITI PROGRAM interface. The top section is "Active Courses" (with a "Learner Tools" link) and contains a course card for "University of Virginia Conflicts of Interest Stage 1" with "1 / 2 modules completed" and a "Continue Course" button. The bottom section is "Courses Ready to Begin" (with a "Learner Tools" link) and contains a course card for "University of Virginia Basic RCR Course Stage 1 - Basic" with "0 / 4 modules completed" and a "Start Now" button.

### 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	-	<a href="#">View</a>	<a href="#">View-Print-Share</a>