



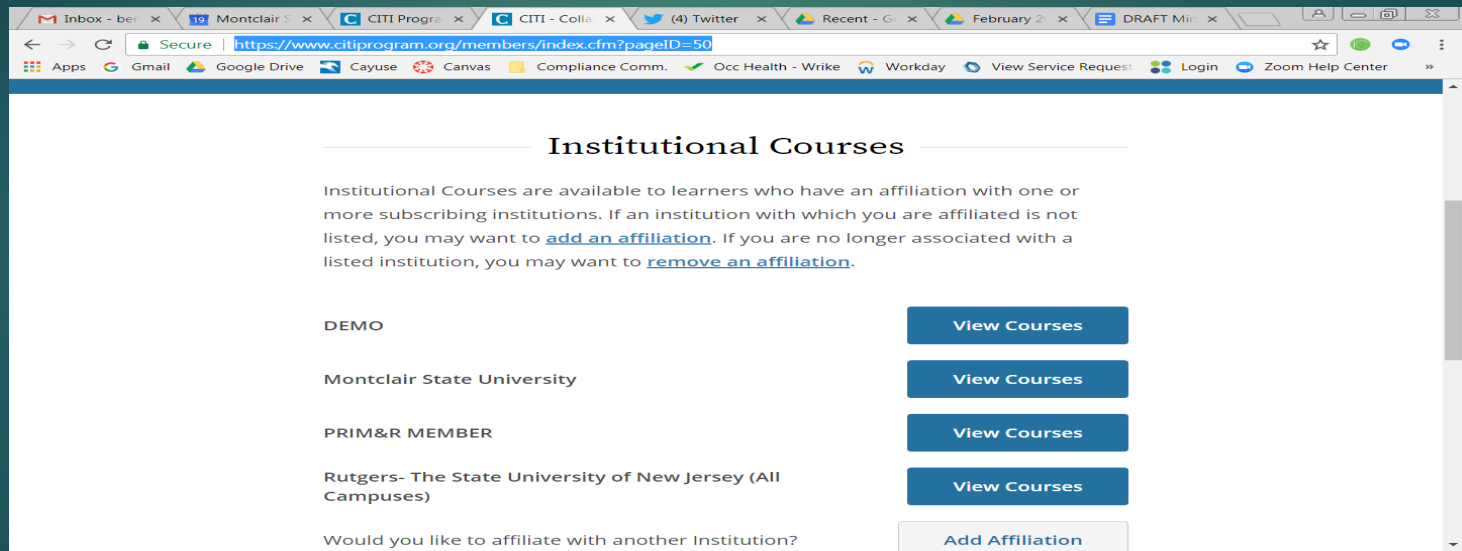
Montclair CITI Training Instructions

CONTACT:

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For existing CITI Users:

- ▶ To access CITI go to:
<https://citiprogram.org/>
- ▶ Once logged in select MSU View Courses



Existing CITI Users Instructions (Part 2)

- ▶ Under active course, you will select “Initial Biosafety Training”
- ▶ Start now or continue course.

The screenshot shows the CITI training interface for Montclair State University. At the top, there is a dropdown menu labeled "Show Courses for:" with "Montclair State University" selected, and a blue button labeled "Institution List". Below this, the text "Montclair State University" is centered. The interface is divided into three sections: "Active Courses", "Courses Ready to Begin", and "Completed Courses". Each section has a "Learner Tools" link. The "Courses Ready to Begin" section features a card for "Initial Biosafety Training" by Montclair State University, specifically "Stage 1 - Biosafety/Biosecurity". The card shows "0 / 14 modules completed" with a progress bar and a "Start Now" button.

Show Courses for: Montclair State University [Institution List](#)

Montclair State University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Montclair State University

Initial Biosafety Training

Stage 1 - Biosafety/Biosecurity

0 / 14 modules completed

[Start Now](#)

Completed Courses [Learner Tools](#)

NEW User Instructions

- ▶ Login at the [CITI website](https://citiprogram.org) (citiprogram.org)
- ▶ Click on Register if you do not have an account
(If you are not a new user you may log in with your existing account and affiliate with MSU)



The screenshot shows the CITI Program website. At the top left is the CITI PROGRAM logo. To the right are navigation links: Subscriptions, Courses, Resources, and Support, each with a dropdown arrow. Further right is a search icon and a 'Register' button, which is highlighted with a green dashed border. To the right of the 'Register' button is a blue 'Log In' button. In the top right corner, there is a phone number '+1 888.529.5929' and a language selector 'English'. The main content area features the heading 'New Human Subjects Research (HSR) content' in a large, black, serif font. Below this heading is a smaller line of text: 'Updated content reflects the latest thinking on informed consent.' At the bottom left of the main content area is a link 'View Courses'. On the right side of the main content area, there is an illustration of two people walking up a set of stairs, with a large blue arrow pointing upwards behind them. At the bottom right, there is a small crowd of people.

CITI PROGRAM

Subscriptions ▾ Courses ▾ Resources Support ▾

Register

Log In

+1 888.529.5929 English ▾

New Human Subjects Research (HSR) content

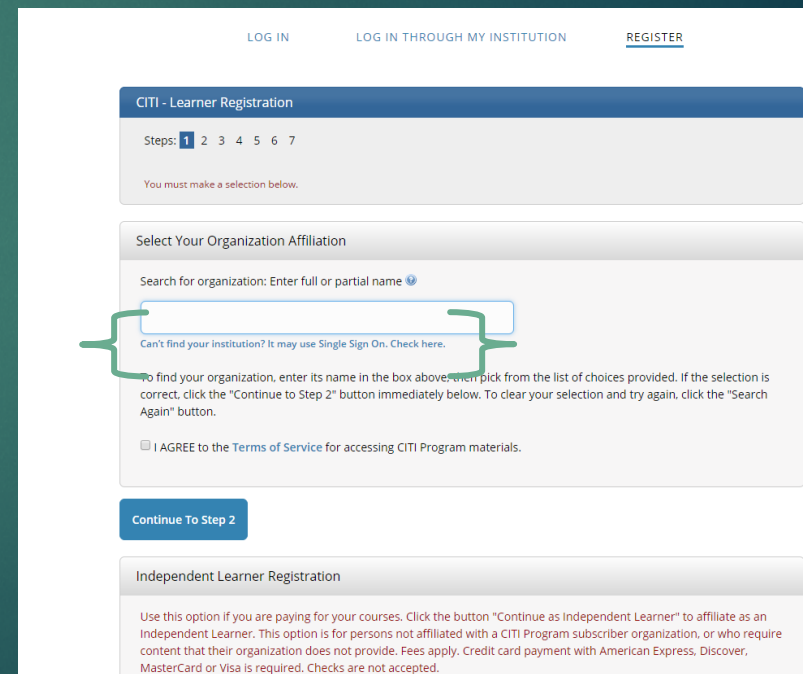
Updated content reflects the latest thinking on informed consent.

[View Courses](#)

Instructions Step 1

Complete Institutional Affiliation

- ▶ Select Montclair State University as the participating institution and ignore all other headings.
- ▶ Hit Continue to Step 2.



LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

Can't find your institution? It may use Single Sign On. Check here.

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

☐ I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

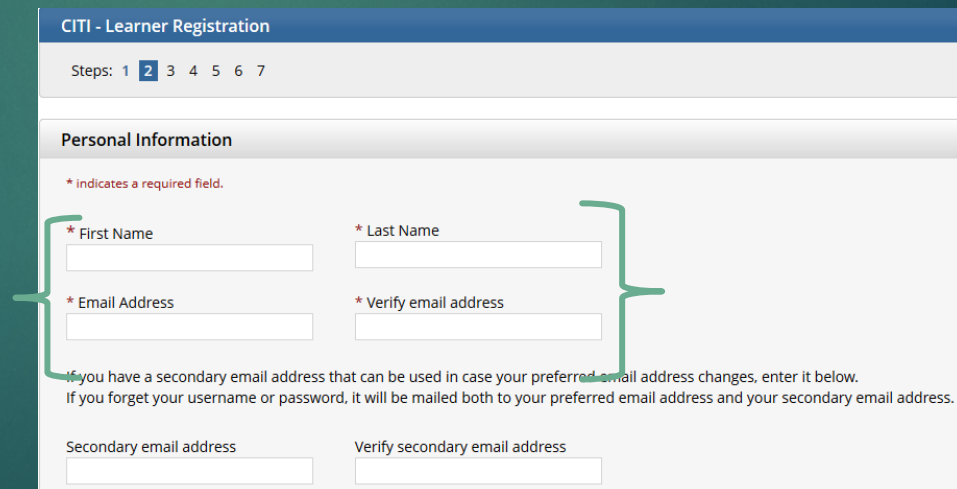
Continue To Step 2

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

Instructions Step 2

- ▶ On Next Page: Enter your personal information
- ▶ Step 2 requests that you enter your first and last name along with your email address.



The screenshot shows the 'CITI - Learner Registration' form, specifically Step 2: Personal Information. The form is titled 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7, where step 2 is currently selected. The form is titled 'Personal Information' and includes a note: '* Indicates a required field.' The form contains four required fields: '* First Name', '* Last Name', '* Email Address', and '* Verify email address'. These four fields are grouped by a green bracket on the left and a green bracket on the right. Below these fields, there is a note: 'If you have a secondary email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.' This note is followed by two optional fields: 'Secondary email address' and 'Verify secondary email address'.

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

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address

Verify secondary email address

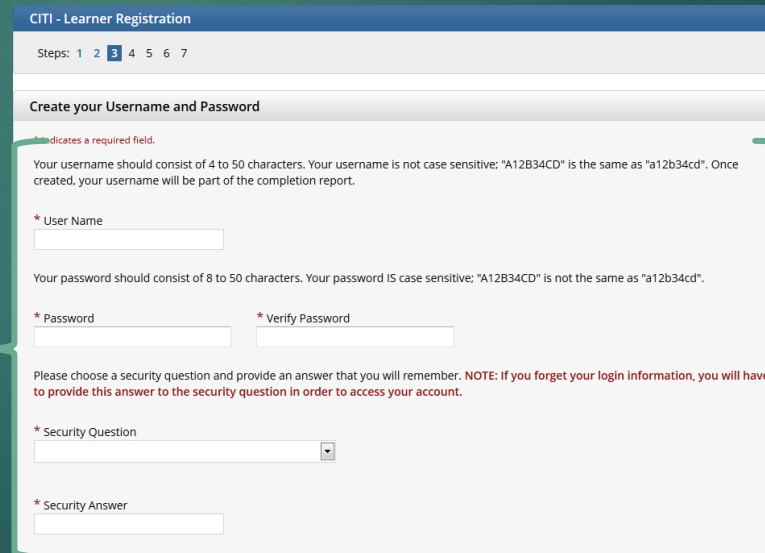
Instructions Step 2 part 2



- ▶ Please enter your name here as you would like it to appear on your completion report received at the end of the course.
- ▶ Ensure you use an email address that you can access so you can complete the registration process by verifying the email.
- ▶ Hit Continue to Step 3

Instructions Step 3

- ▶ Choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.



The screenshot shows the 'CITI - Learner Registration' form, specifically Step 3: 'Create your Username and Password'. The form is titled 'CITI - Learner Registration' and shows a progress bar with steps 1 through 7, with step 3 highlighted. Below the progress bar, the section is titled 'Create your Username and Password'. A red asterisk indicates a required field. The form includes instructions for username and password creation, followed by input fields for 'User Name', 'Password', and 'Verify Password'. Below these, there is a section for a security question and answer, with a red note stating: 'NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.' The form is enclosed in a green border.

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

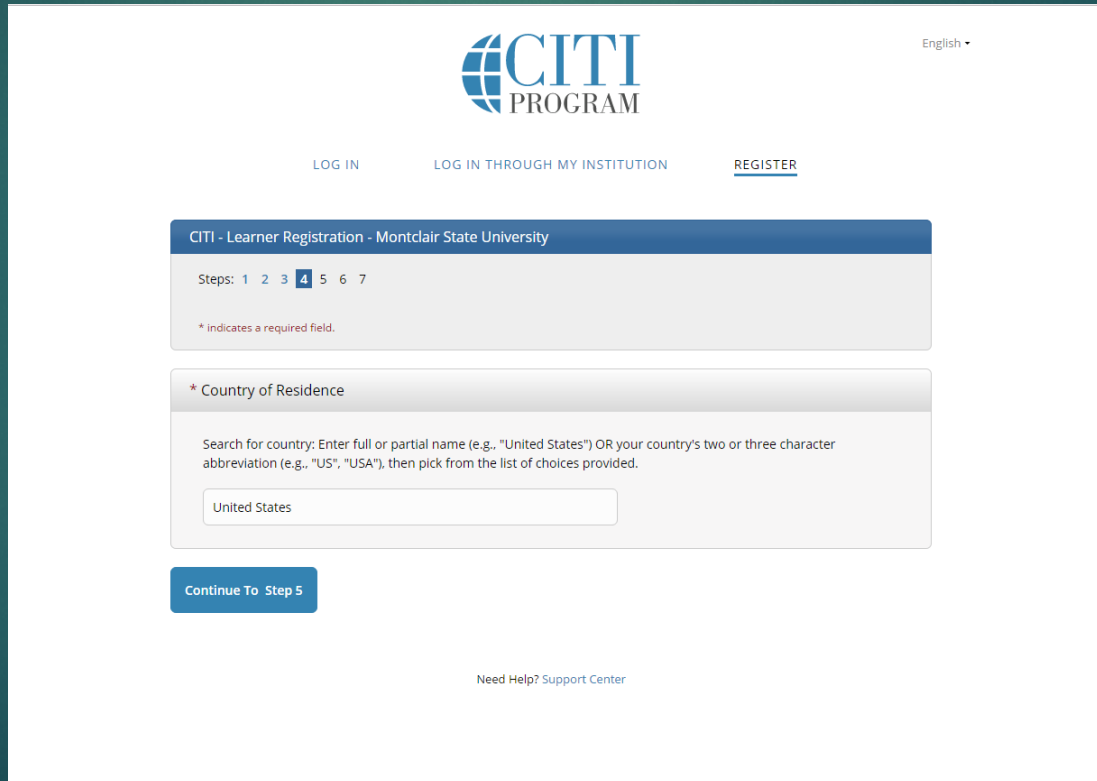
Instructions Step 3

Continued

- ▶ During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.
- ▶ Hit Continue to Step 4

Instructions Step 4

- ▶ Step 4 collects country of residence. Select the country and hit Continue to Step 5.



The screenshot shows the CITI Program Learner Registration interface. At the top, the CITI PROGRAM logo is centered, with a language dropdown set to "English". Navigation links for "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" are present. The page title is "CITI - Learner Registration - Montclair State University". A progress bar indicates seven steps, with step 4 highlighted. A note states "* indicates a required field." The main section, titled "* Country of Residence", provides instructions: "Search for country; Enter full or partial name (e.g., 'United States') OR your country's two or three character abbreviation (e.g., 'US', 'USA'), then pick from the list of choices provided." A text input field contains "United States". A blue button labeled "Continue To Step 5" is at the bottom. A footer link reads "Need Help? Support Center".

CITI PROGRAM

English ▾

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Montclair State University

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

* Country of Residence

Search for country; Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

Continue To Step 5

Need Help? Support Center

Instructions Step 5

- ▶ Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during Step 5.

1. Select No
2. Hit Continue to Step 6

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)

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

☐ Yes
☐ No
☐ Not sure. Ask me later

Instructions Step 6

- ▶ Step 6 is institutional specific. Enter all required fields including Institutional Email Address, NetID, Department and Role in Research and then hit Continue to Step 7.

Instructions Step 7



- ▶ The questions in Step 7 enroll you in CITI Program courses.
- ▶ Only Question 9 Biosafety/Biosecurity is required. Select the applicable answer, i.e. "Basic Biosafety Training."

Instructions Step 7 (part 2)

- ▶ Question 1: Human Subjects Research: Select 'Not at this time'
- ▶ Question 2: IRB Chair Course: Select 'Not at this time'

Instructions Step 7 (part 3)

- ▶ Question 3: HIPS: Select 'Not at this time'.
- ▶ Question 4: Responsible Conduct of Research: Select 'Not at this time, Thank you'.

☐ Health Information Privacy and Security (HIPS) Course - Information for Clinicians
☐ Health Information Privacy and Security (HIPS) Course - Information for Investigators
☐ Health Information Privacy and Security (HIPS) Course - Information for Students or Instructors
☒ Not at this time.

Instructions Step 7 (part 4)

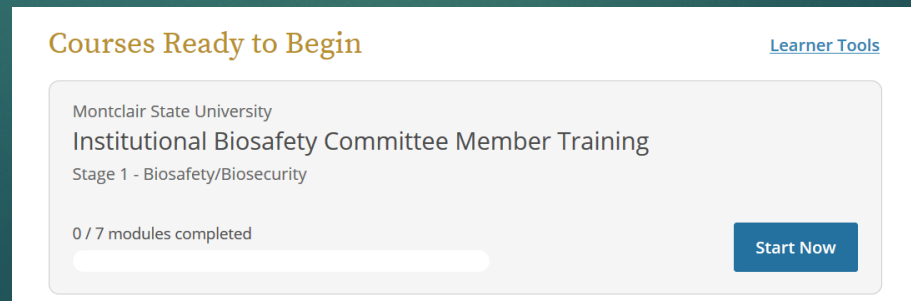
- ▶ Question 5: Conflict of Interest
Course: Select 'No'
- ▶ Question 6: Undue Foreign Influence:
Select 'No'
- ▶ Question 7: Optional for animal
researchers: Select 'Not at this time'

Instructions Step 7 (part 5)

- ▶ Question 8: Export Compliance:
Select 'Not at this time'.
- ▶ Question 10: Select 'I am not required'
- ▶ Question 11: Select 'Not at this time'

Instructions Step 7 (part 6)

- ▶ Click through to complete and finalize Registration, then View Courses.
- ▶ This will take you to the Main Menu. Enter into the assigned course by clicking on the course.



The screenshot displays a user interface for course registration. At the top, it says 'Courses Ready to Begin' in orange text, with a 'Learner Tools' link in blue to the right. Below this is a light gray box containing the course details: 'Montclair State University', 'Institutional Biosafety Committee Member Training', and 'Stage 1 - Biosafety/Biosecurity'. A progress indicator shows '0 / 7 modules completed' next to a white progress bar. A blue 'Start Now' button is located in the bottom right corner of the course box.

There are 14 modules that need to be completed:

INSTRUCTIONS

- Complete all 14 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS

0 / 14
modules
complete

SCORE

0%

You have unfinished required or elective modules remaining.

Required Modules

Complete all 14 required modules.

Modules	Completed	Score
Biosafety Course Overview (ID 13314)	Incomplete	-

Start

1:44 PM
1/5/2021

Printing a Completion Report

- ▶ When all modules are completed with an overall score of $\geq 80\%$, CITI will issue you a “completion report.”
- ▶ At that point, your name and certification expiration date will be entered in a database accessible to the Compliance office.

▼ Montclair State University Courses			
Course	Status	Completion Report	Survey
Institutional Biosafety Committee Member Training	Passed 1/23/2013	Print Report	Complete

Other Tips

- ▶ You do not need to complete all required modules at one time. CITI will remember where you left off the next time you log in.
- ▶ You only need to complete Required Modules.

Other Tips part 2

- ▶ After reading the curriculum for each module, you have to click on Take Quiz.
- ▶ You can refer to the grade book anytime to see how much you have scored thus far.

Other Tips part 3

- ▶ You need a combined overall score of 80 for all modules.
- ▶ You can re-take any single module that you got a low score in.

Questions or Problems?

Contact: ibc@montclair.edu