# CITI Program Instruction Guide

**WSU Research Compliance Office**

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LOGGING INTO THE CITI PROGRAM

CITI Program Website

Log in to the CITI Program (Web address: https://citiprogram.org/)

If you are a returning user, enter your credentials and click Log In

If you are a new user, select REGISTER to create your account

Detailed instructions are located in the next section of this Guide, New User Registration

NEW USER REGISTRATION

Step 1 – Select Your Organization Affiliation

In the Select your Organization Affiliation box, enter Wichita State University

a. Checkboxes:
   - Check I Agree after reading the “Terms of Service”
   - Check I affirm that I am an affiliate of Wichita State University

b. Click Continue to Create Your CITI Program Username/Password
Step 2 – Personal Information

- Enter your First and Last Name
- Enter your primary email address, re-enter to verify
- Enter your secondary email address. re-enter to verify
- Continue to Step 3

Step 3 – Create your Username and Password

- Prior to creating your User Name and Password, take a moment and read the helpful hints on the page.
- Enter your new User Name
- Enter your new Password, re-enter to verify
- Select and answer your Security Question
- Continue to Step 4
Step 4 – Learner Registration, Country of Residence

- a. Enter your **Country of Residence** (full or partial) and pick from the drop down list
- b. Continue to Step 5

Step 5 – Learner Registration (continued)

- a. Choose **“No”** for CE Credits
- b. Select one of the 3 options for participation in research surveys and marking information (your personal choice)
- c. Continue to Step 6
Step 6 – Provide Information Requested by Wichita State University

- Language Preference *(Optional)*
- **Institutional email Address**
  An email is automatically sent to this email address from *noreply@citiprogram.org* containing your new account number and an FAQ
- Gender *(Optional)*
- Highest Degree *(Optional)*
- **myWSU ID** – Enter your *myWSU ID* (example: A123Z987)
- **Department** – Enter your 6-digit Home Organization Code
  - Look up your code in *myWSU* from the Faculty/Staff tab
  - Select myTraining or myPerformance and go to myProfile (top left of black menu bar)
  - Under Additional Information, the code is in parentheses after the Organization description
- The code is located on *myWSU*, Faculty/Staff tab. Select myTraining or myPerformance and go to myProfile. Under Additional Information, the code is in parentheses after the Organization description.
- **Role in Research** – Select the role that most closely describes what you do. Selection examples:
  - Student employees: *StudentResearcher*
  - Full time lab employees: *Lab Research Staff or Research Assistant*
  - Administrative positions such as Administrative Assistants, Contracts, Payroll, IT: *Optional Department Staff*
- Address, City, State, Zip, Country, Phone *(Optional)*

Continue to Step 7
Step 7 – Select Curriculum

Question 1 – Laboratory Animal Welfare
If you conduct studies that use lab animals or are a in a support position for a project involving lab animals, select the applicable learner group(s).

Question 2 – Responsible Conduct of Research
If you receive and/or participate in research activities that are funded by external sources (i.e. grants, contracts or cooperative agreements), you should select the “Externally Funded Researchers” learner group.

Question 3 – Human Subjects Research

Question 4 – Good Clinical Practice

Question 5 – Health Information Privacy and Security (HIPS)

Question 6 – Conflict of Interest
If you are a full or part time faculty or staff member at WSU, select the learner group that best describes your role at WSU. Learner groups are based on roles and responsibilities.
If you are a student employee at WSU, select NO

Question 7 – Export Control
Select the learner group that best describes your position at WSU. If you’re not sure which group to select (and you are not a researcher), please select ‘WSU Operational Departments 1)

Question 8 – Essentials of Research Administration

Question 9 – Institutional/Signatory Official

Click the Submit button

NOTE: Questions without an asterisk (*) do not have to be answered.

Step 8: Finalize Registration

Click Finalize Registration

Congratulations, your registration is complete!

An automatic email is sent to the primary email address listed under My Profile from noreply@citiprogram.org containing your new account number and an FAQ.
HOW TO SELECT TRAINING MODULES

Log in to the CITI Program (Website address: https://citiprogram.org/) using the User Name and Password previously created.

Select Wichita State University Courses

Take a moment and familiarize yourself with the following page, My Learner Tools the frequently used options discussed below.

Depending upon your answers to Questions 6 & 7 during New User Registration, Step 7, CITI Export Controls Course and Conflicts of Interest may display.

You may be required to take additional courses, depending upon your role. Common modules include:
- CITI Export Controls Course
- Conflicts of Interest
Add a Course

Select Add a Course under My Learner Tools for Wichita State University to return to Questions 1-8 previously displayed in New User Registration – Step 7

Question 1 – Laboratory Animal Welfare is required for those involved in animal research.
Question 2 – Responsible Conduct of Research
Question 3 – Human Subjects Research
Question 4 – Good Clinical Practice
Question 5 – Health Information Privacy and Security (HIPS)
Question 6 – Conflicts of Interest (Response Required)
Question 7 – CITI Export Control Course (Response Required)
Question 8 – Essentials of Research Administration
Question 9 – Institutional/Signatory Official

After making your selection(s), click the Submit button

How to Remove a Course

After clicking Remove a Course under My Learner Tools for Wichita State University, the following page will display

a. Take a moment to read the information under NOTE on your screen
b. Use the Check to Remove box to select the course(s) to be removed and Submit

View Previously Completed Coursework

Use this option to view coursework status:
From the Main Menu / My Courses page, select the CITI Export Controls Course that you selected previously.

Complete the Integrity Assurance Statement

Click the option **Complete the Integrity Assurance Statement** BEFORE beginning the course

Assurance Statement

a. Read the Assurance Statement’s **Terms of Service**
b. Check the **I Agree** box
c. Click **Submit** to proceed
CITI Export Controls Course – Stage 1

Complete the required modules in the Learner Group selected in Question 7.

**Take the quiz at the end**  
To pass the course, an average score of at least 80% on all quizzes associated with the course’s module is required.

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Export Compliance (ID: 16800)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplemental Modules</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export Compliance When Using Technology in Research (ID: 16804)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance and Distance Education (ID: 16811)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance and Collaborators (ID: 16810)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance and United States Sanctions Programs (ID: 16812)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>

**Training Modules within CITI Export Compliance**

Complete all required modules within the learner group you selected in Question 7. You may take the supplemental modules if you wish.

*Reminder: Take the quiz at the end of each module!*
Training Modules: CITI Conflict of Interest, Financial Conflict of Interest

Complete all required modules within the learner group you selected in Question 6. You may take the supplemental modules if you wish.

*Reminder: Take the quiz at the end of each module!

**MY PROFILES - DEPARTMENT CODE**

To review/revise your Department Code

1. Select **My Profiles** from the menu bar toward the top of the page
2. Collapse the CITI Program Profile **OR** scroll down to **Wichita State University Profile**
3. Expand the **Wichita State University Profile** and review/revise the 6-digit Department Code
   a. Look up your code in **myWSU** from the Faculty/Staff tab
   b. Select myTraining or myPerformance and go to myProfile (top left of black menu bar)
   c. Under Additional Information, the code is in parentheses after the Organization description
### HOW TO SHARE TRAINING COMPLETION REPORTS

There are different ways to notify your Supervisor/Department head of successful completion of the CITI Courses.

#### From the CITI Program

Under **My Courses**, locate the completed course whose transcript you want to share and select the option **View-Print-Share**.

<table>
<thead>
<tr>
<th>Main Menu / My Courses</th>
<th>My Profiles</th>
<th>My Records</th>
<th>My CEUs</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wichita State University Courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Status</td>
<td>Completion Record</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Conflicts of Interest</td>
<td>Passed 02-Feb-2018</td>
<td>View-Print-Share</td>
<td>Post-course evaluation</td>
<td></td>
</tr>
</tbody>
</table>

If instructed by your Supervisor/Department Head to send them a copy of your completion information:

- Copy and paste one of the links into a new email
  - Link to the **Completion Report** showing all quiz scores
  - Link to the **Completion Certificate** showing completion but not quiz scores

Email recipients will receive an email containing the link to verify your completion of the CITI course.
Forward CITI Program Completion email

Upon completion of the CITI program, you will receive a Course Completion email from CITI Program. Check the email account you entered into My Profile when you registered for the CITI Program.

How to send a copy of your completion report or certification to your Supervisor/Department Head using the CITI Program email:

- Forward the CITI Program email

OR

- Copy and paste one of the links into a new email
  - Link to the Completion Report showing all quiz scores
  - Link to the Completion Certificate showing completion but not quiz scores

It is highly recommended that you retain the CITI Program email for your records.

QUESTIONS?

Feel free to email the WSU Research Compliance Office at compliance@wichita.edu if you have questions.