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# CITI Program Instruction Guide

*WSU Research Compliance Office*

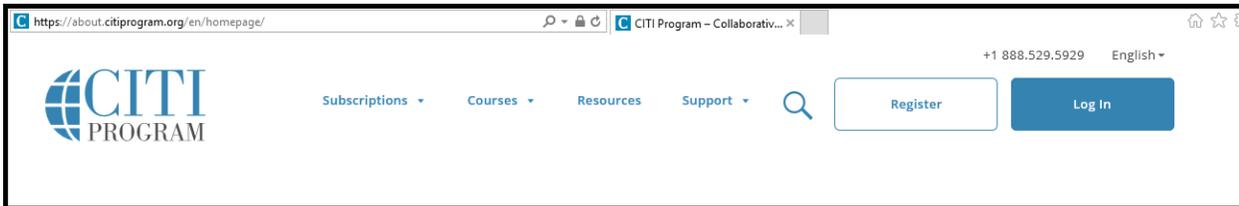
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## LOGGING INTO THE CITI PROGRAM

### CITI Program Website

Log in to the [CITI Program](https://citiprogram.org/) (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

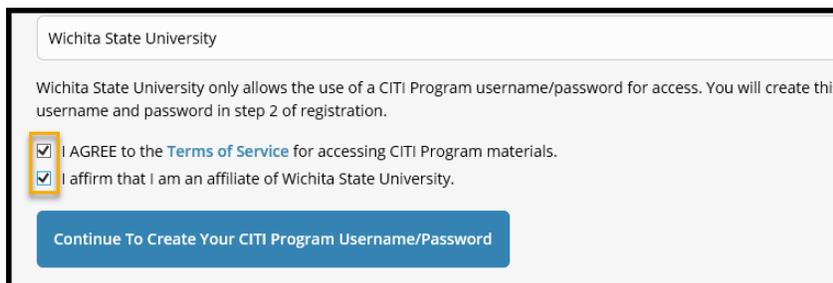
Detailed instructions are located in the next section of this Guide, *New User Registration*

## NEW USER REGISTRATION

### Step 1 – Select Your Organization Affiliation

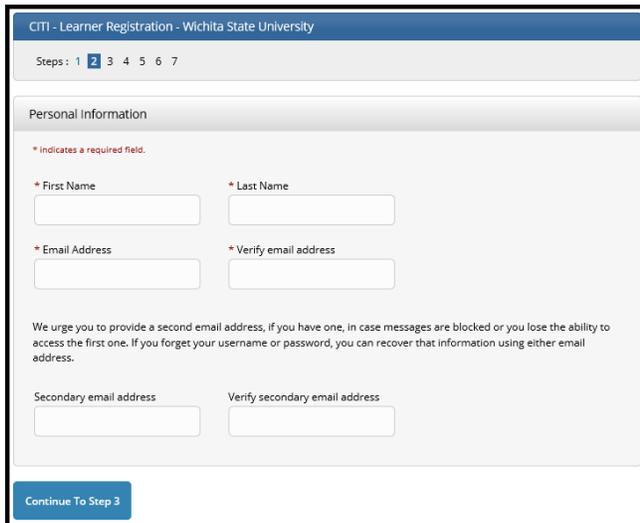


In the *Select your Organization Affiliation* box, enter *Wichita State University*



- Checkboxes:
  - Check *I Agree* after reading the "Terms of Service"
  - Check *I affirm that I am an affiliate of Wichita State University*
- Click *Continue to Create Your CITI Program Username/Password*

## Step 2 – Personal Information



CITI - Learner Registration - Wichita State University

Steps: 1 2 3 4 5 6 7

Personal Information

\* Indicates a required field.

\* First Name  \* Last Name

\* Email Address  \* Verify email address

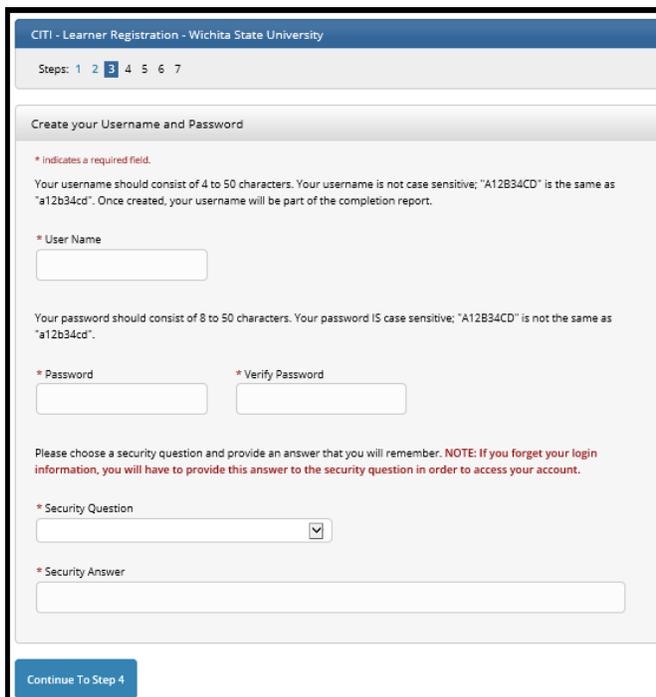
We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address  Verify secondary email address

Continue To Step 3

- 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



CITI - Learner Registration - Wichita State University

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

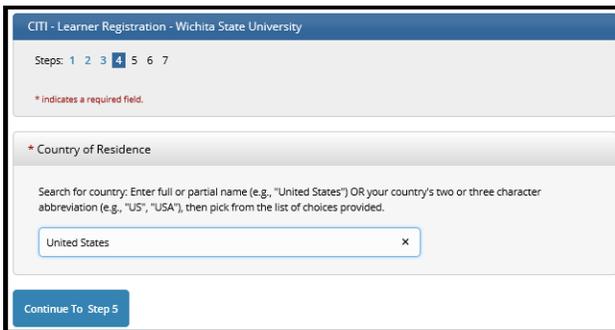
\* Security Answer

Continue To Step 4

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



CITI - Learner Registration - Wichita State University

Steps: 1 2 3 4 5 6 7

\* indicates a required field.

\* Country of Residence

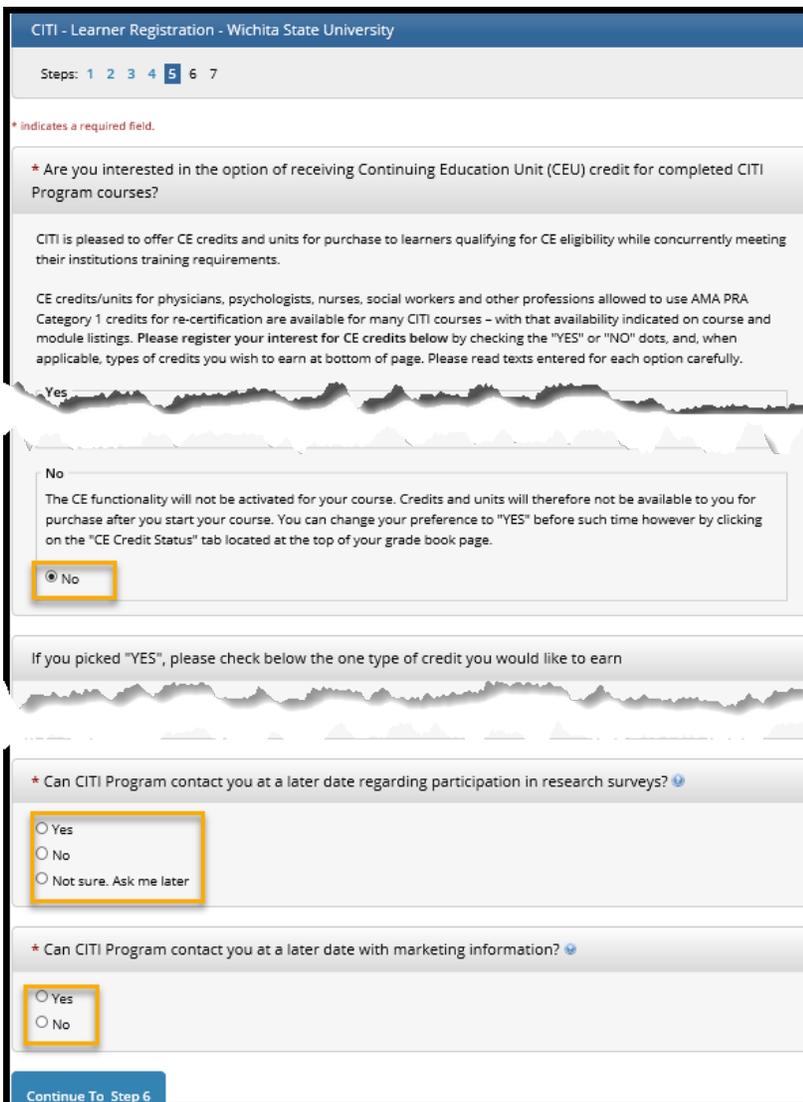
Search for country. Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States x

Continue To Step 5

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

## Step 5 – Learner Registration (continued)



CITI - Learner Registration - Wichita State University

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?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

If you picked "YES", please check below the one type of credit you would like to earn

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

Yes

No

Not sure. Ask me later

\* Can CITI Program contact you at a later date with marketing information? ⓘ

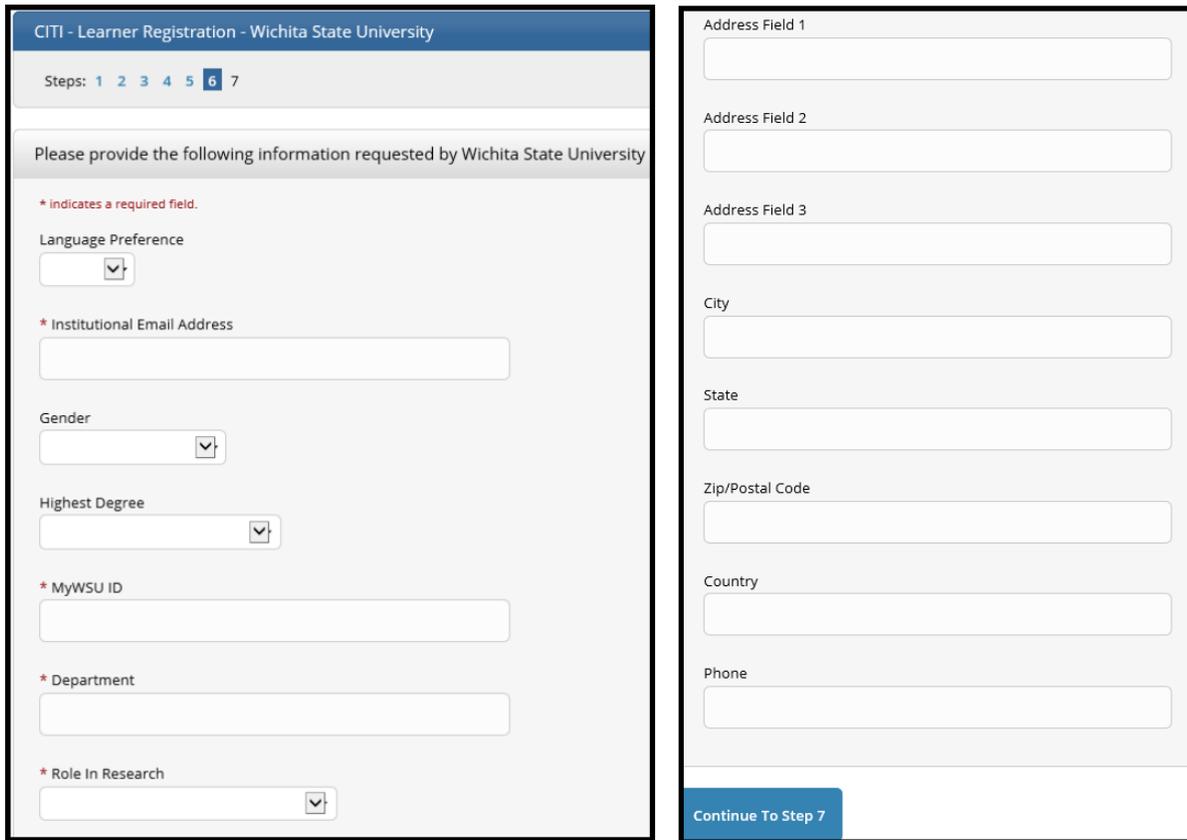
Yes

No

Continue To Step 6

- Choose "**No**" for CE Credits
- Select one of the 3 options for participation in research surveys and marketing information (your personal choice)
- Continue to Step 6

## Step 6 – Provide Information Requested by Wichita State University



CITI - Learner Registration - Wichita State University

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

Please provide the following information requested by Wichita State University

\* indicates a required field.

Language Preference

\* Institutional Email Address

Gender

Highest Degree

\* MyWSU ID

\* Department

\* Role In Research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Continue To Step 7

- a. Language Preference (*Optional*)
- b. **Institutional email Address**  
 An email is automatically sent to this email address from [noreply@citiprogram.org](mailto:noreply@citiprogram.org) containing your new account number and an FAQ
- c. Gender (*Optional*)
- d. Highest Degree (*Optional*)
- e. **myWSU ID** – Enter your *myWSU* ID (example:A123Z987)
- f. **Department** – Enter your 6-digit Home OrganizationCode
  - Look up your code in *myWSU* from the Faculty/Stafftab
  - 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
- g. 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.
- h. **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*
- i. Address, City, State, Zip, Country, Phone (*Optional*)

**Continue to Step 7**

## Step 7 – Select Curriculum

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### 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)

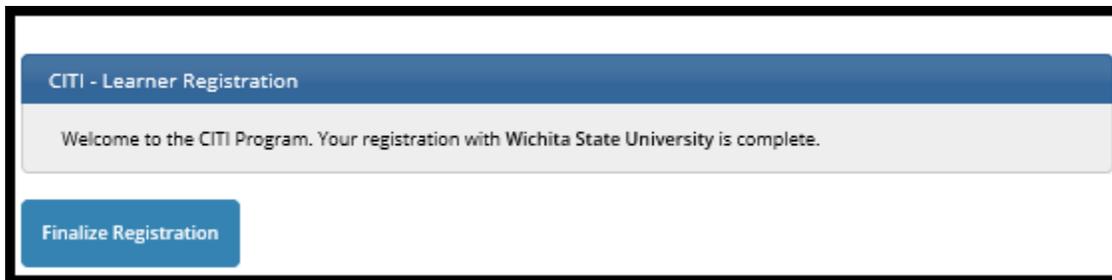
### Question 8 – Essentials of Research Administration

### 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](mailto:noreply@citiprogram.org) containing your new account number and an FAQ.

# HOW TO SELECT TRAINING MODULES

Log in to the [CITI Program](https://citiprogram.org/) (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

Wichita State University Courses			
Course	Status	Completion Record	Survey
CITI Export Controls Course	Not Started	Not Earned	
Conflicts of Interest	Not Started	Not Earned	

**My Learner Tools for Wichita State University**

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation



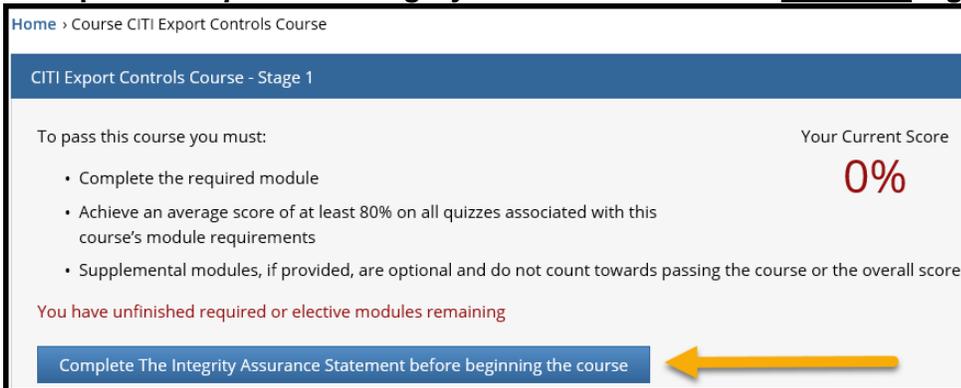
# CITI EXPORT CONTROLS COURSE (ADDED BY QUESTION 7)

From the Main Menu / My Courses page, select the CITI Export Controls Course that you selected previously.



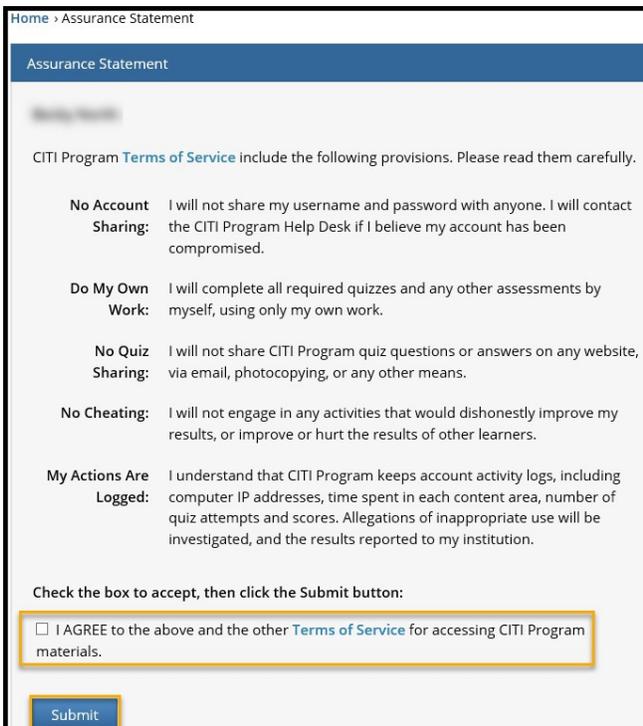
## Complete the Integrity Assurance Statement

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



### Assurance Statement

- Read the Assurance Statement's **Terms of Service**
- Check the **I Agree** box
- Click **Submit** to proceed

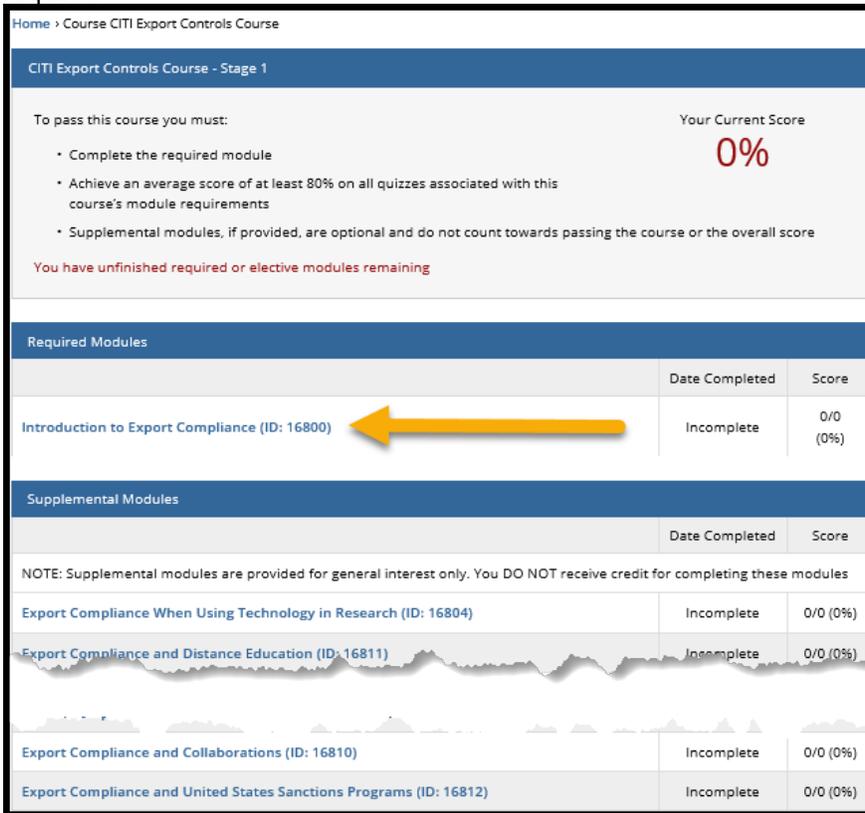


## CITI Export Controls Course – Stage 1

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



Home > Course CITI Export Controls Course

CITI Export Controls Course - Stage 1

To pass this course you must:

- Complete the required module
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score  
**0%**

You have unfinished required or elective modules remaining

Required Modules

	Date Completed	Score
Introduction to Export Compliance (ID: 16800)	Incomplete	0/0 (0%)

Supplemental Modules

	Date Completed	Score
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules		
Export Compliance When Using Technology in Research (ID: 16804)	Incomplete	0/0 (0%)
Export Compliance and Distance Education (ID: 16811)	Incomplete	0/0 (0%)
Export Compliance and Collaborations (ID: 16810)	Incomplete	0/0 (0%)
Export Compliance and United States Sanctions Programs (ID: 16812)	Incomplete	0/0 (0%)

## 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

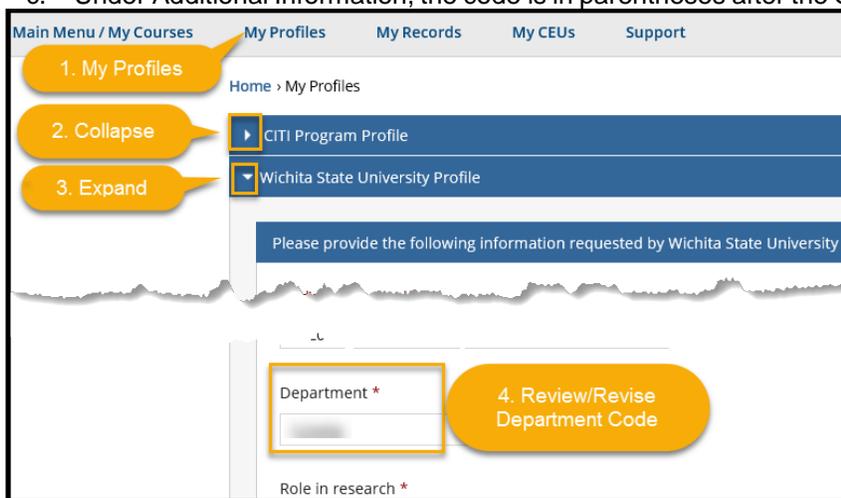
Complete all required modules within the learner group you selected in Question 6. You may take the supplemental modules if you wish.

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

### MY PROFILES - DEPARTMENTCODE

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/Stafftab
  - 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

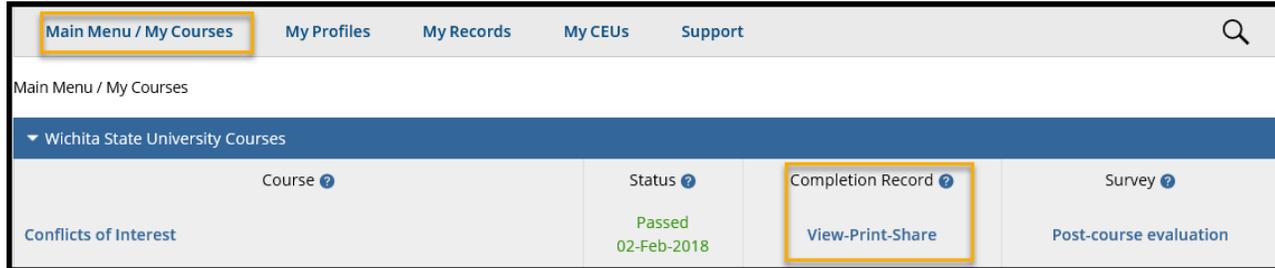


# HOW TO SHARE TRAINING COMPLETION REPORTS

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

## From the CITI Program

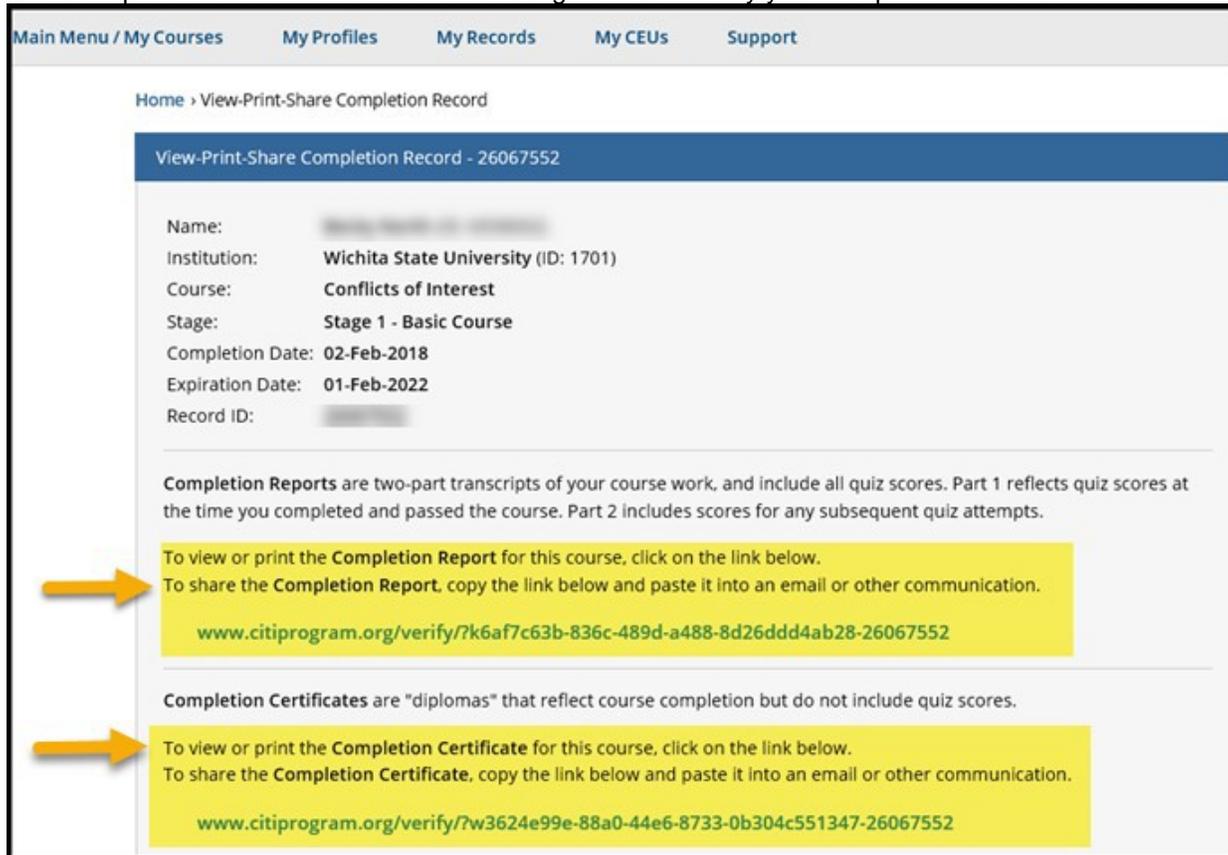
Under **My Courses**, locate the completed course whose transcript you want to share and select the option **View-Print-Share**



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 newemail
  - 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.



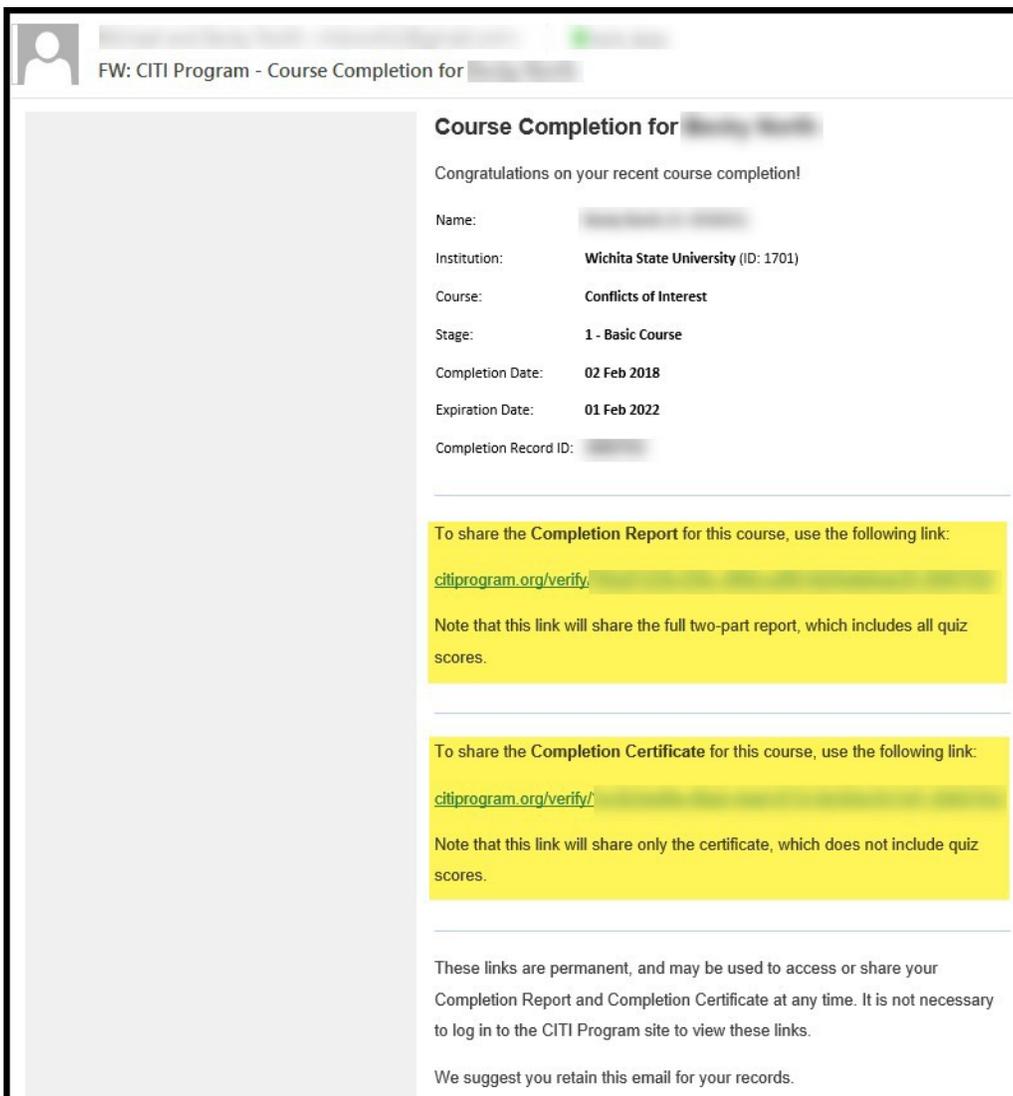
## Forward CITI Program Completion email

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 newemail
    - 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.**



The screenshot shows an email titled "FW: CITI Program - Course Completion for [redacted]". The main content is titled "Course Completion for [redacted]" and includes the following information:

- Congratulations on your recent course completion!
- Name: [redacted]
- Institution: **Wichita State University** (ID: 1701)
- Course: **Conflicts of Interest**
- Stage: **1 - Basic Course**
- Completion Date: **02 Feb 2018**
- Expiration Date: **01 Feb 2022**
- Completion Record ID: [redacted]

Below this information, there are two highlighted yellow boxes:

- The first box contains the text: "To share the **Completion Report** for this course, use the following link:" followed by the link <citiprogram.org/verify/>. Below the link, it says: "Note that this link will share the full two-part report, which includes all quiz scores."
- The second box contains the text: "To share the **Completion Certificate** for this course, use the following link:" followed by the link <citiprogram.org/verify/>. Below the link, it says: "Note that this link will share only the certificate, which does not include quiz scores."

At the bottom of the email content, it states: "These links are permanent, and may be used to access or share your Completion Report and Completion Certificate at any time. It is not necessary to log in to the CITI Program site to view these links. We suggest you retain this email for your records."

## QUESTIONS?

Feel free to email the **WSU Research Compliance Office** at [compliance@wichita.edu](mailto:compliance@wichita.edu) if you have questions