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CITI Program Instruction Guide

WSU Research Compliance Office

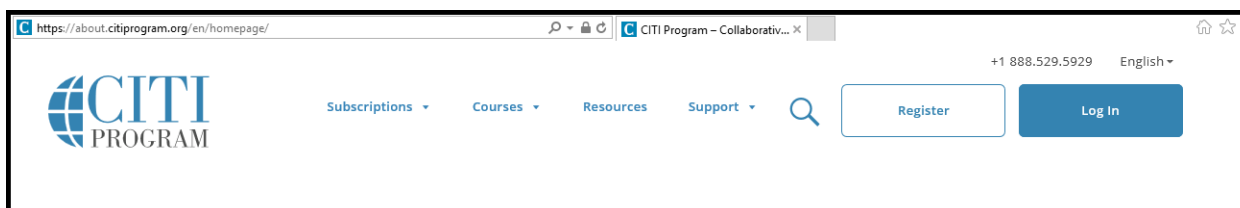
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LOGGING INTO THE CITI PROGRAM

CITI Program Website

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



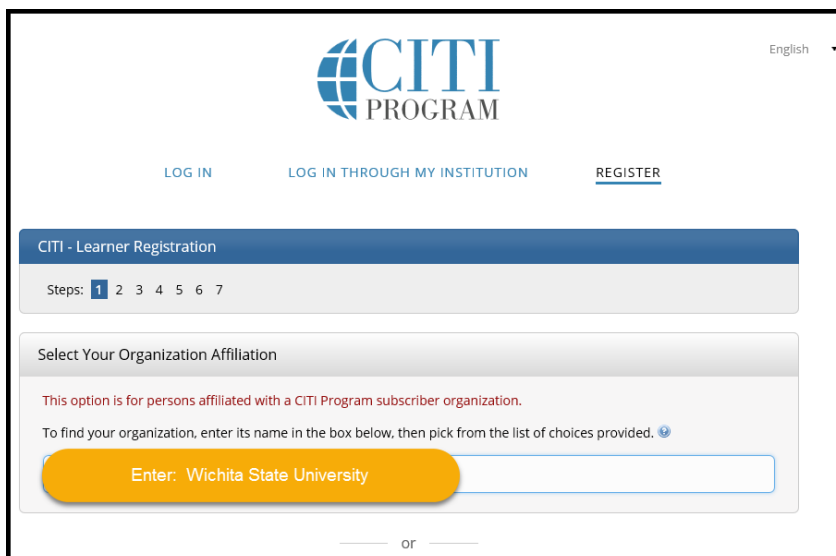
If you are a **returning user**, enter your credentials and click **Log In**

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

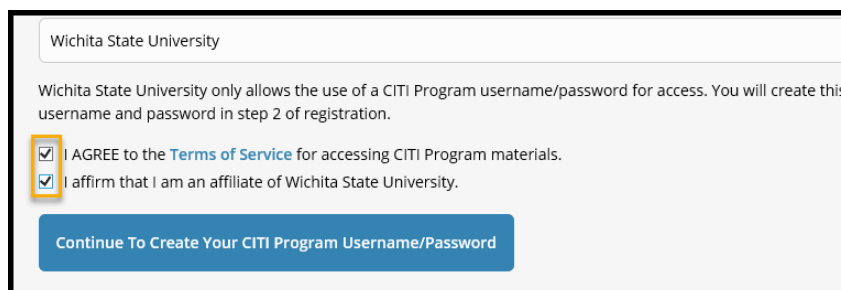
Detailed instructions are located in the next section of this Guide, *New User Registration*

NEW USER REGISTRATION

Step 1 – Select Your Organization Affiliation



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

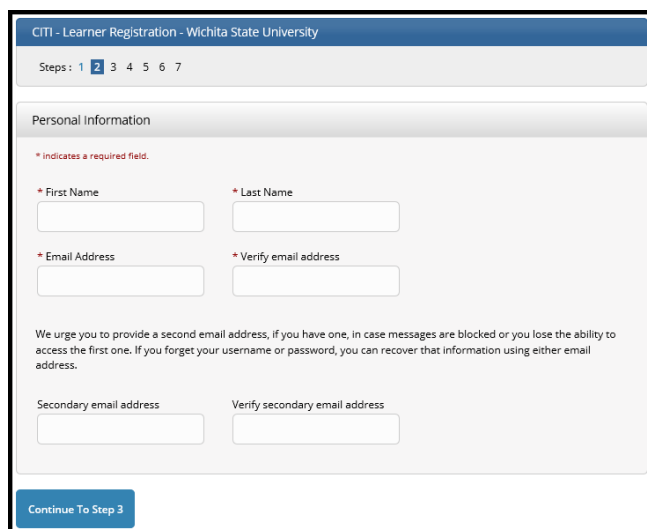


a. Checkboxes:

- 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



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

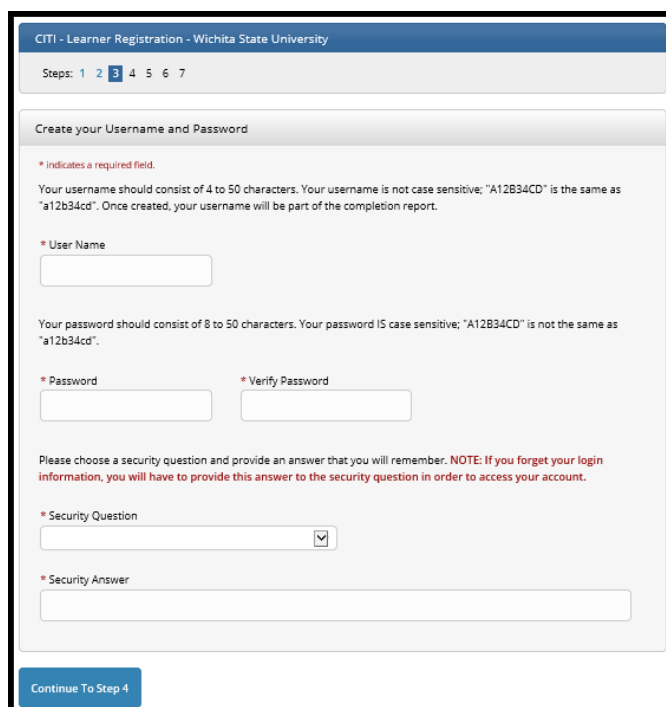
We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

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

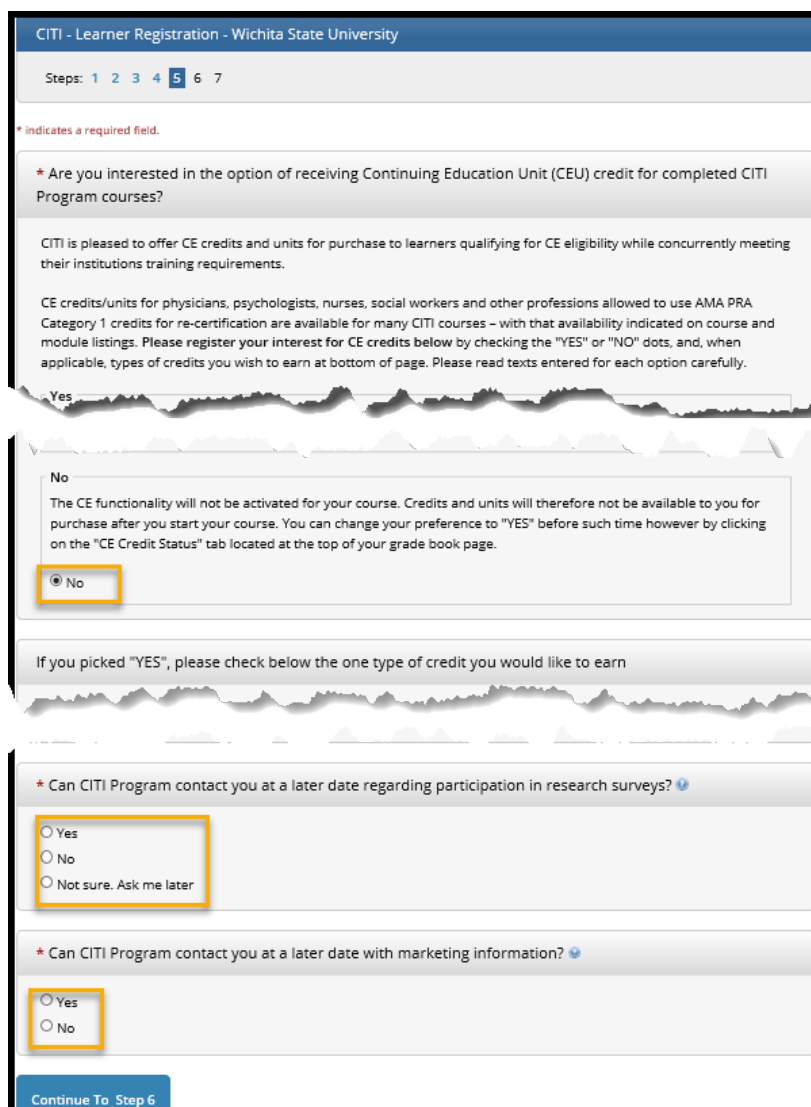
Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

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.

☒ No

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? ⓘ

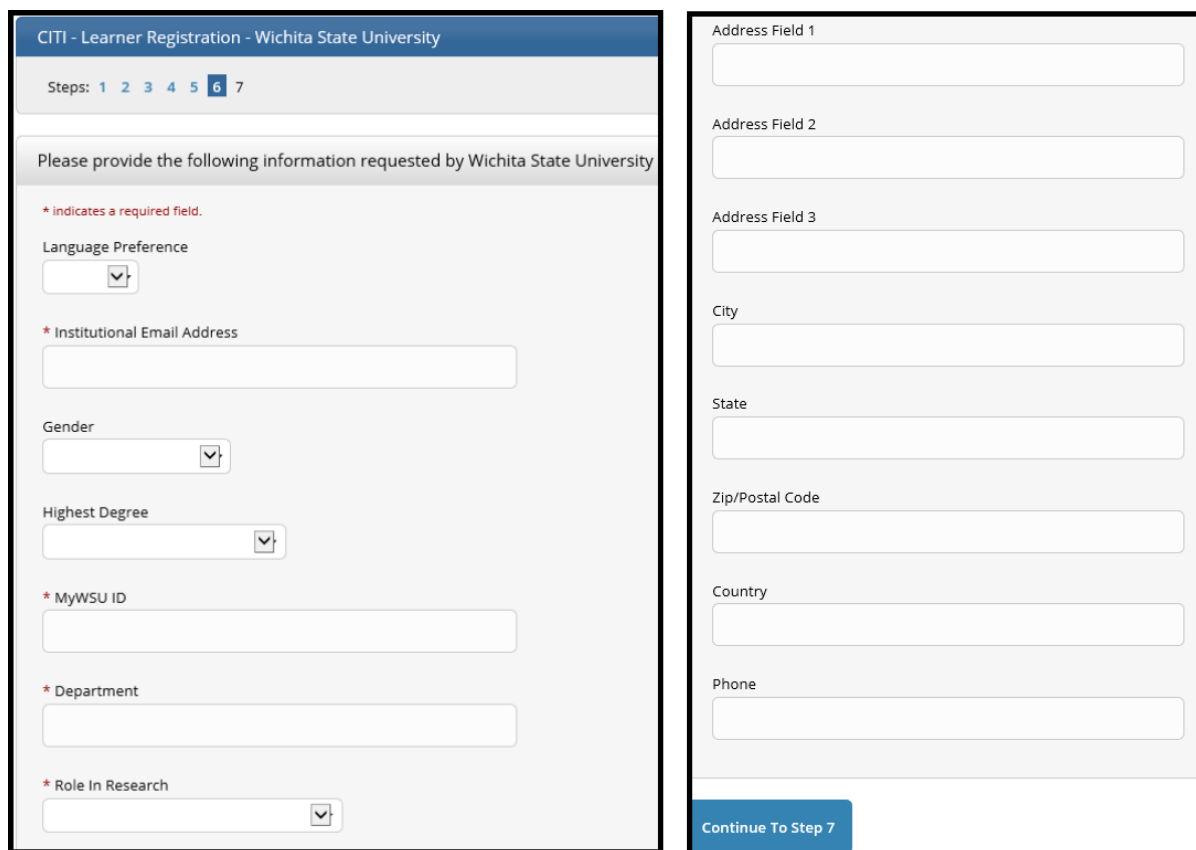
☐ Yes

☐ 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

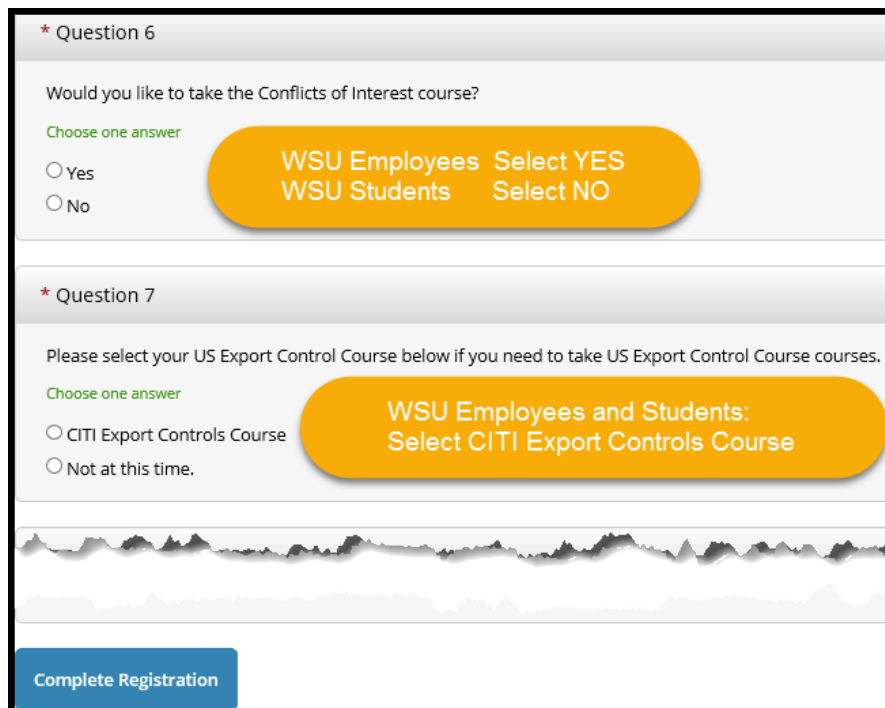
Continue To Step 7

- a. Language Preference (*Optional*)
- b. **Institutional email Address**
 An email is automatically sent to this email address from noreply@citiprogram.org 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 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
- 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: *Student Researcher*
 - 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 – Questions 6 and 7

Scroll down to Questions 6 and 7



The screenshot shows a registration form with two questions. Question 6 asks, "Would you like to take the Conflicts of Interest course?" with options "Yes" and "No". A yellow callout box indicates: "WSU Employees Select YES" and "WSU Students Select NO". Question 7 asks, "Please select your US Export Control Course below if you need to take US Export Control Course courses." with options "CITI Export Controls Course" and "Not at this time." A yellow callout box indicates: "WSU Employees and Students: Select CITI Export Controls Course". At the bottom of the form is a blue button labeled "Complete Registration".

Question 6

If you are a full or part time faculty or staff member at WSU, select **YES** to take *Conflicts of Interest*

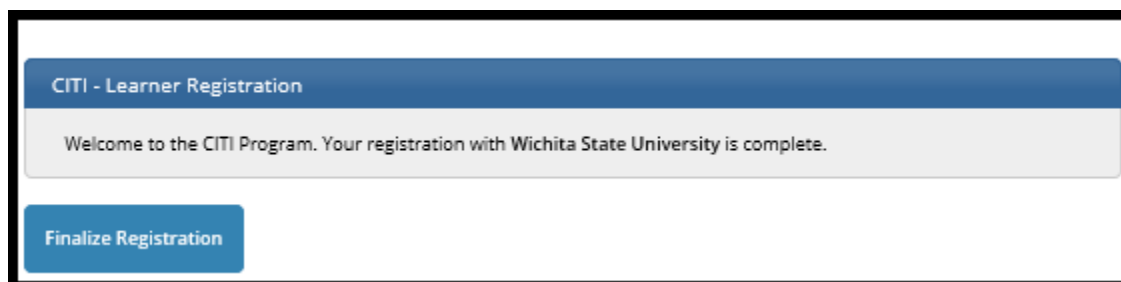
If you are a student employee at WSU, select **NO**

Question 7

Select *CITI Export Controls Course* if you are a WSU employee or student

Click the **Complete Registration** button

Finalize Registration



The screenshot shows a confirmation screen titled "CITI - Learner Registration". It contains the text: "Welcome to the CITI Program. Your registration with Wichita State University is complete." At the bottom is a blue button labeled "Finalize Registration".

Click **Finalize Registration**

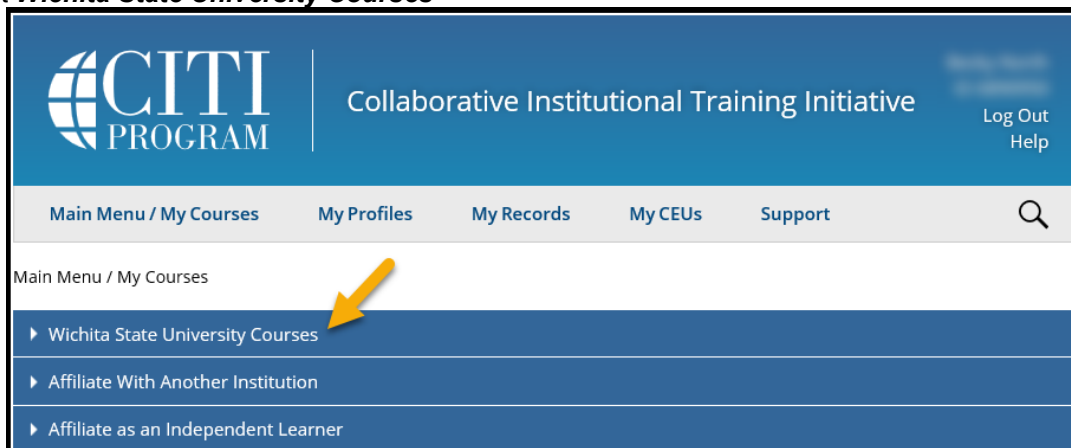
Congratulations, your registration is complete!

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](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 <ul style="list-style-type: none"> ➤ Add a Course ➤ Remove a Course ➤ View Previously Completed Coursework ➤ Update Institution Profile ➤ View Instructions page ➤ Remove Affiliation 			

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

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

Home > Remove a Course

Wichita State University

The courses in which you are currently enrolled at *Wichita State University* are listed below. Your most recent record is shown for each course. Select the courses you want to remove from your curriculum. Click the Submit button when you are done.

Note: Removing a course will un-enroll you from the group. When you are un-enrolled from the group you will not receive expiration notices and will not be automatically enrolled in the next stage when the current stage expires.

Check to Remove	Course	Stage	Completion Report	Completion Date	Expiration Date
<input type="checkbox"/>	CITI Export Controls Course	Stage 1	25853337	Due Now	
<input type="checkbox"/>	Conflicts of Interest	Basic Course	25850332	Due Now	

Submit
Cancel

View Previously Completed Coursework

Use this option to view coursework status:

Main Menu / My Courses
My Profiles
My Records
My CEUs
Support

Home > Previously Completed Coursework

Wichita State University Records

CITI Conflicts of Interest

Conflicts of Interest								
Stage	Record ID #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
1. Basic Course	25850332			Due Now				

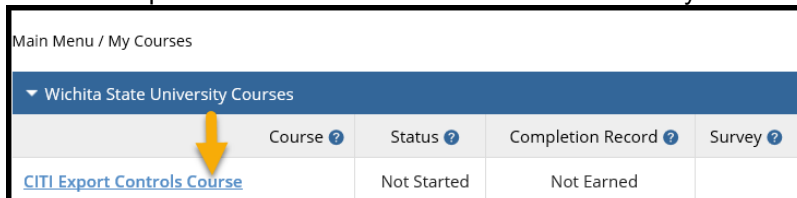
Export Controls

CITI Export Controls Course

CITI Export Controls Course								
Stage	Record ID #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
1. Stage 1	25853337			Due Now				

CITI EXPORT CONTROLS COURSE (ADDED BY QUESTION 7)

Select the CITI Export Controls Course from the Main Menu / My Courses page



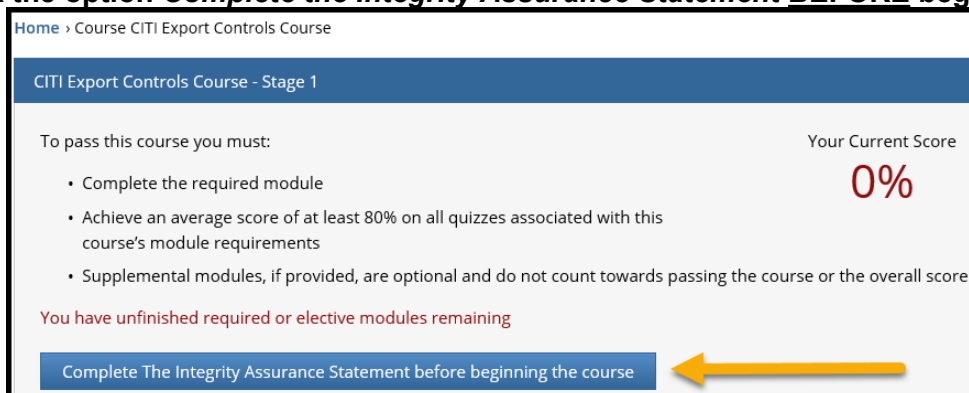
Main Menu / My Courses

▼ Wichita State University Courses

Course ?	Status ?	Completion Record ?	Survey ?
CITI Export Controls Course	Not Started	Not Earned	

Complete the Integrity Assurance Statement

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



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

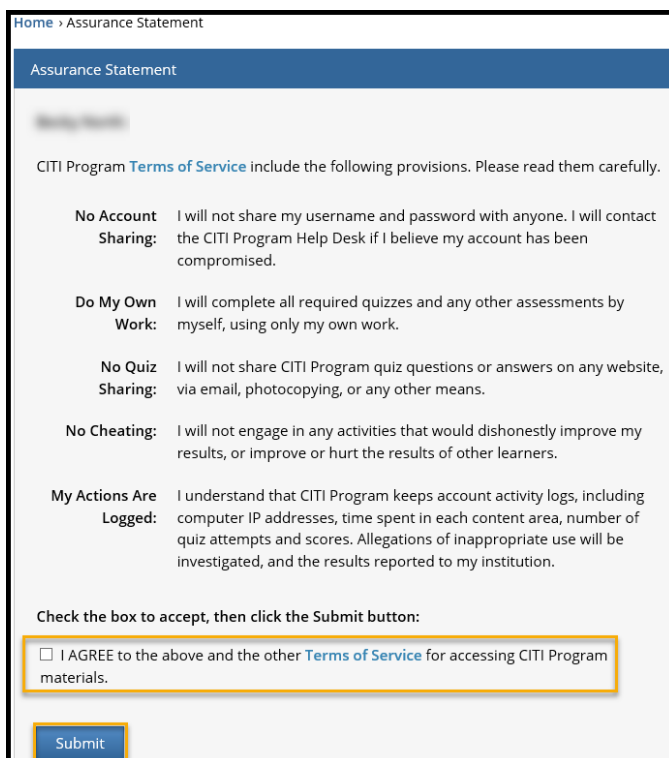
Your Current Score
0%

You have unfinished required or elective modules remaining

[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



Home > Assurance Statement

Assurance Statement

CITI Program [Terms of Service](#) include the following provisions. Please read them carefully.

No Account Sharing: I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

Do My Own Work: I will complete all required quizzes and any other assessments by myself, using only my own work.

No Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

No Cheating: I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

My Actions Are Logged: I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Check the box to accept, then click the Submit button:

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

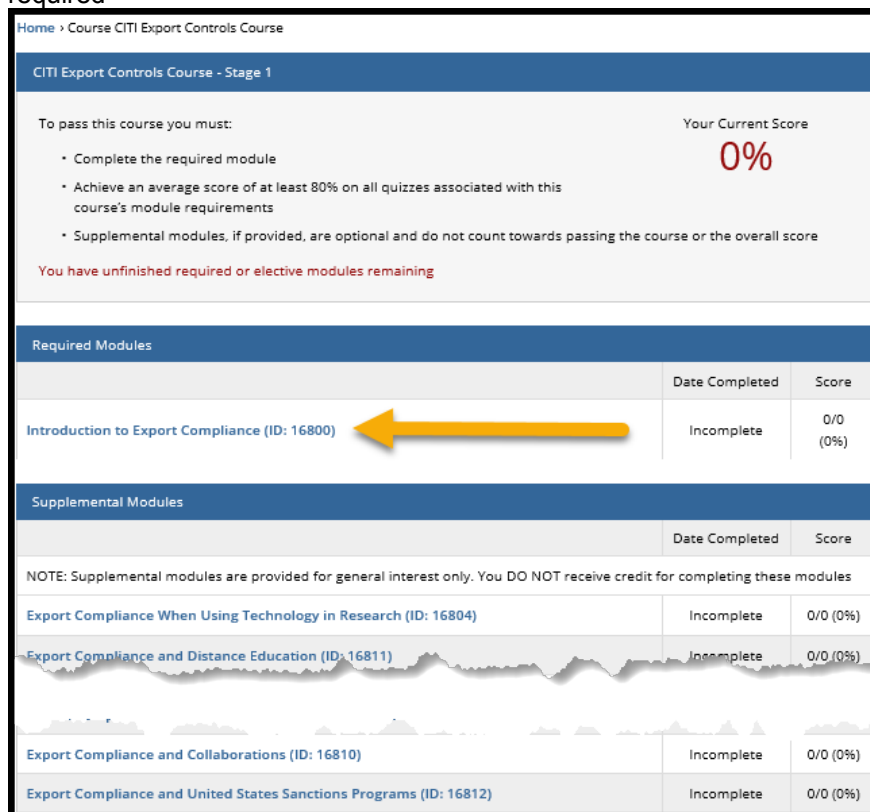
[Submit](#)

CITI Export Controls Course – Stage 1

Complete the required module *Introduction to Export Compliance*

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

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

Module ID	Title	Estimated Minutes to Complete	Required	Recommended
1 16800	Introduction to Export Compliance	45	All WSU employees	
2 16801	Export Compliance for Researchers: Part I	35	Researchers with a <i>Blanket Export Determination Letter or a Technology Control Plan (TCP)</i>	All researchers, including students General Counsel
3 16802	Export Compliance for Researchers: Part II	35	Researchers with a <i>Blanket Export Determination Letter or a Technology Control Plan (TCP)</i>	All researchers, including students General Counsel
4 16803	Export Compliance for Research Administrators	25	Research Office NIAR Contracts General Counsel	



Module ID	Title	Estimated Minutes to Complete	Required	Recommended
5 16805	Export Compliance and Biosafety	25		All researchers including program managers, librarians, purchasing agents involved with use of biological materials General Counsel
6 16806	Export Compliance for Operational Departments	20	*All Business Operations (employees & departments that exist to support the mission)	Research Office NIAR Contracts General Counsel
7 16807	Export Compliance for International Shipping	20	Any individual or department that regularly sends or receives items via international shipping	All researchers including students Research Contracts NIAR Contracts General Counsel
8 16808	Export Compliance and Purchasing	20	Purchasing Financial Operations Budget Officers Vice Presidents	Researchers Research Contracts NIAR Contracts General Counsel
9 16809	Export Compliance and International & Foreign Waters	15		
10 16810	Export Compliance and Collaborations	25	Anyone with Visual Compliance access	All researchers including students Research Contracts NIAR Contracts General Counsel
11 16812	Export Compliance and U.S. Sanctions Programs	20	Anyone with Visual Compliance access	All researchers including students Research Contracts NIAR Contracts General Counsel

*General Counsel, Human Resources, Procurement, EHS, International Education, ITS, Vice Presidents, Deans

Training Modules: CITI Conflict of Interest, Financial Conflict of Interest

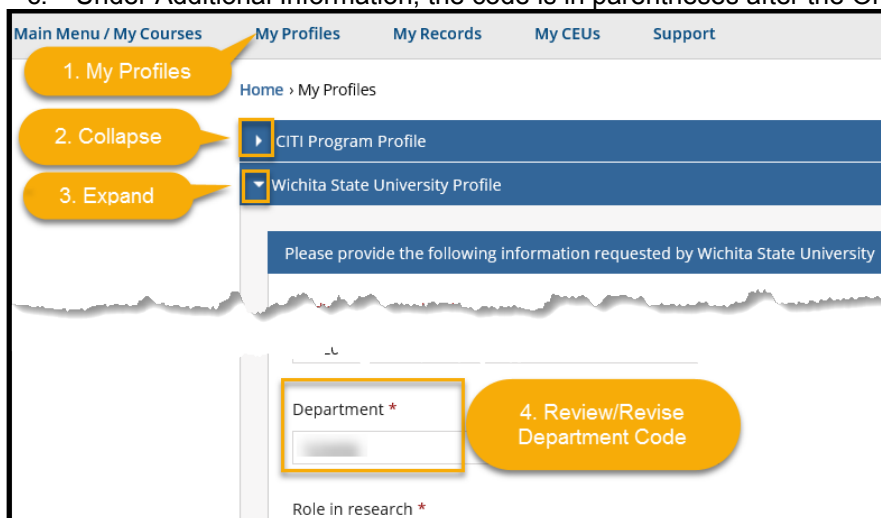
Reminder: Take the quiz at the end of each module!

Module ID	Title	Estimated Minutes to Complete	Required	Recommended
1 15070	Financial Conflicts of Interest: Overview, Investigator Responsibilities and COI Rules	60	All Researchers Any individual meeting the PHS definition of an Investigator	All individuals participating in research regardless of funding source
2 15702	Institutional Responsibilities as they Affect Investigators	40	Any individual meeting the PHS definition of an Investigator	All individuals participating in research regardless of funding source
3 15703	Conflicts of Commitment and Conscience	30	All Researchers All individuals, including students, participating in research regardless of funding source	All WSU Employees
4 16765	Institutional Conflicts of Interest	25	All Budget Officers All Budget Review Officers	All members of the General Counsel's Office President's Executive Team (PET)

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



The screenshot shows the 'My Profiles' page with the following elements:

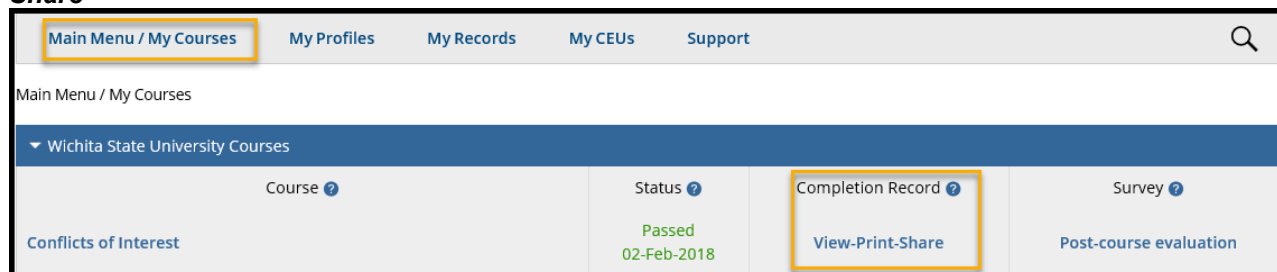
- Navigation Bar:** Main Menu / My Courses, My Profiles, My Records, My CEUs, Support.
- Left Sidebar:**
 - 1. My Profiles (highlighted)
 - 2. Collapse (arrow icon)
 - 3. Expand (arrow icon)
- Main Content Area:**
 - Home > My Profiles
 - CITI Program Profile (collapsed)
 - Wichita State University Profile (expanded)
 - Please provide the following information requested by Wichita State University
 - Department * (input field)
 - Role in research * (input field)
 - 4. Review/Revise Department Code (button)

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**

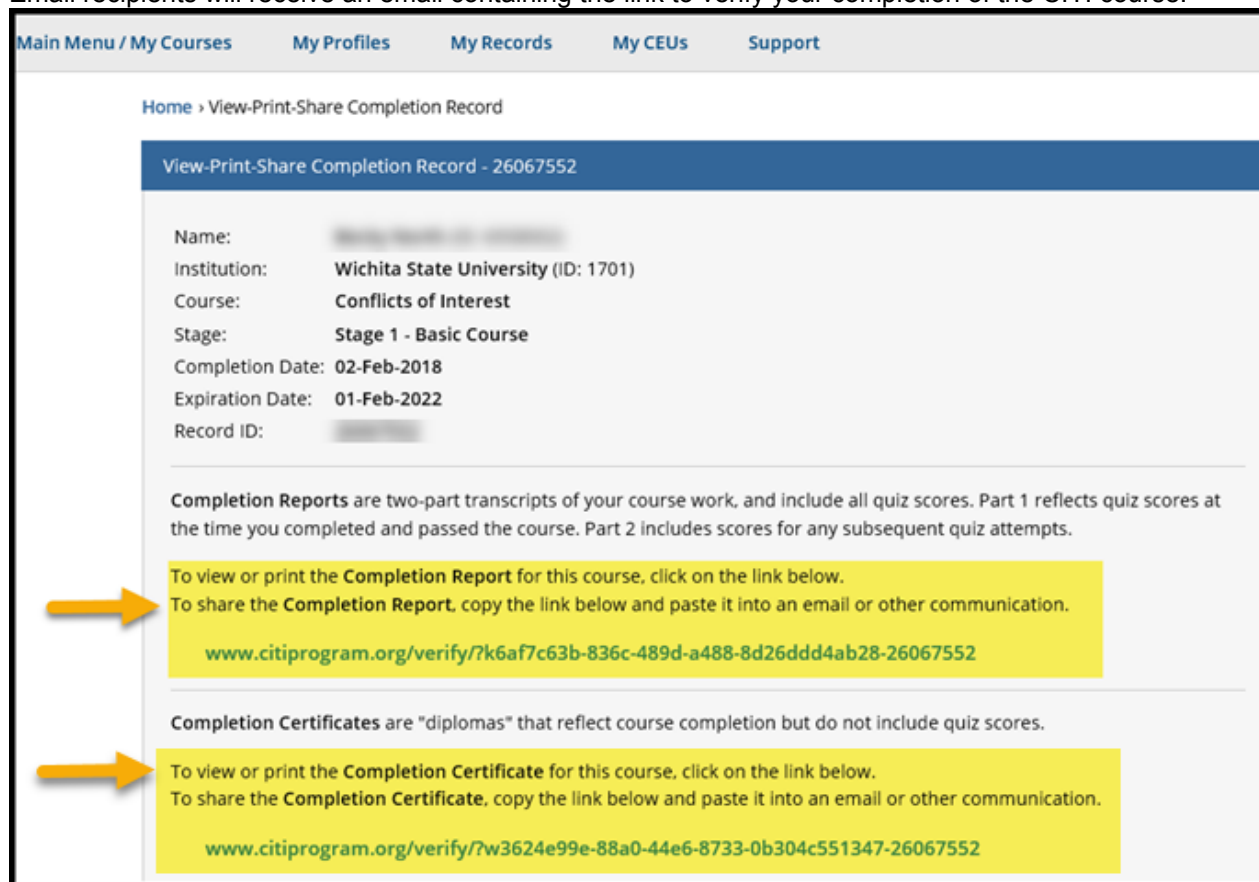


Course ?	Status ?	Completion Record ?	Survey ?
Conflicts of Interest	Passed 02-Feb-2018	View-Print-Share	Post-course evaluation

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.



Home > View-Print-Share Completion Record

View-Print-Share Completion Record - 26067552

Name: [REDACTED]
 Institution: **Wichita State University (ID: 1701)**
 Course: **Conflicts of Interest**
 Stage: **Stage 1 - Basic Course**
 Completion Date: **02-Feb-2018**
 Expiration Date: **01-Feb-2022**
 Record ID: [REDACTED]

Completion Reports are two-part transcripts of your course work, and include all quiz scores. Part 1 reflects quiz scores at the time you completed and passed the course. Part 2 includes scores for any subsequent quiz attempts.

To view or print the **Completion Report** for this course, click on the link below.
 To share the **Completion Report**, copy the link below and paste it into an email or other communication.

www.citiprogram.org/verify/?k6af7c63b-836c-489d-a488-8d26ddd4ab28-26067552

Completion Certificates are "diplomas" that reflect course completion but do not include quiz scores.

To view or print the **Completion Certificate** for this course, click on the link below.
 To share the **Completion Certificate**, copy the link below and paste it into an email or other communication.

www.citiprogram.org/verify/?w3624e99e-88a0-44e6-8733-0b304c551347-26067552

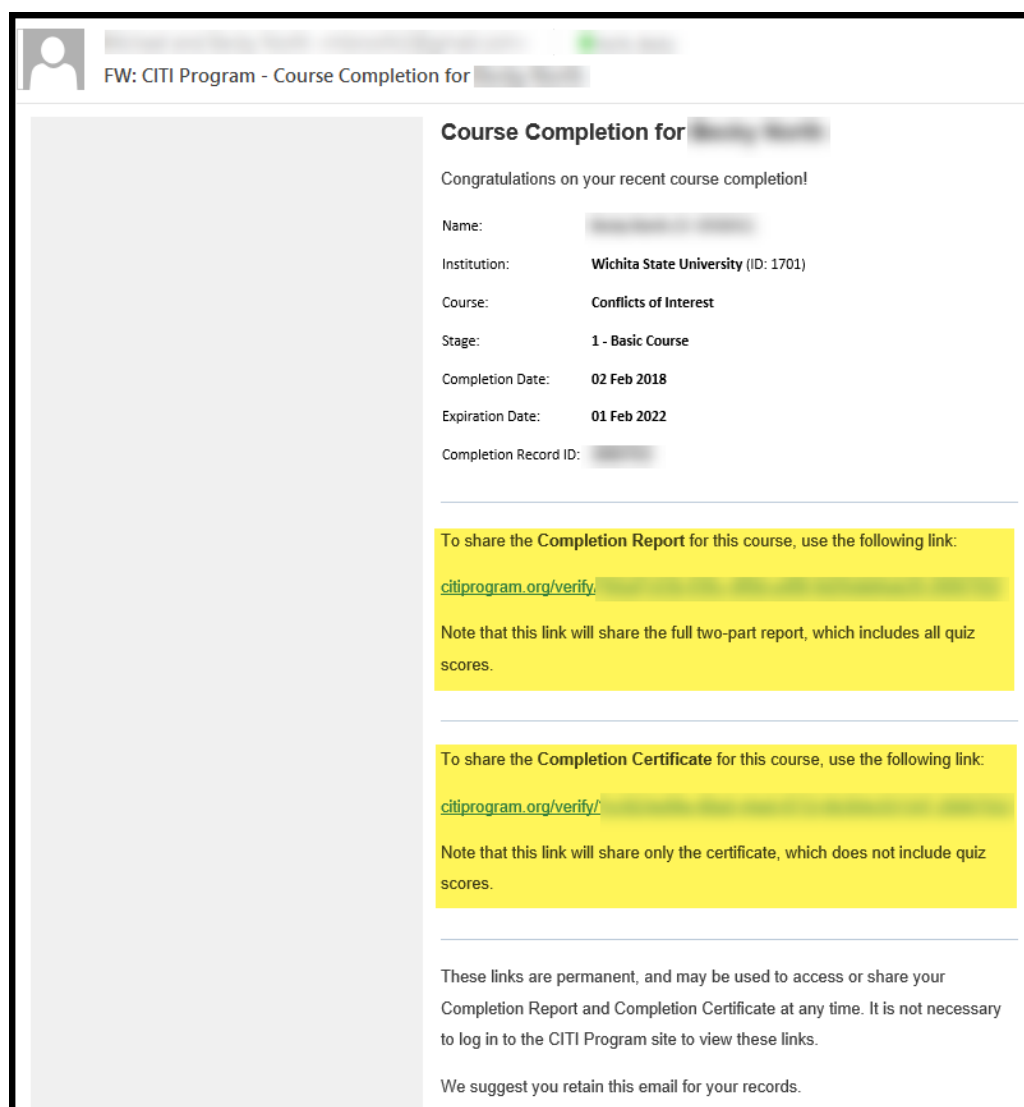
Forward CITI Program Completion email

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