

To Log In via SSO

www.citiprogram.org

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below this is a search bar and a navigation menu with links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. A message for returning users is displayed: "Returning User? Please log in. Don't have an account? Click here to register".

The login section is divided into three main areas:

- Login Tips:**
 - Your password is case-sensitive.
 - For institutions using Single Sign On (SSO), you must log in directly from the institution's web page. Click here for a list of institutions that use SSO.
- Help for Login Issues:**
 - I forgot my Username or Password
 - The link in my email does not workIf you need more help, please contact our Help Desk.
- Log in through my institution:** This section contains a grey button labeled "Log in via SSO", which is highlighted by a pink arrow.

Below the login section is a "Create an account" section with a "Register" button. A note states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

At the bottom of the page, there is a footer with links for Conditions of Use, Copyright and Disclaimer, Privacy Notice, Site Accessibility, Site Index, and Contact Us.

Click on the grey "Log in via SSO" button on the right hand side of the screen

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the logo, there are links for "Home", "About Us", "Courses", "Become a Subscriber", "CE Credits", "News and Events", and "Contact Us".

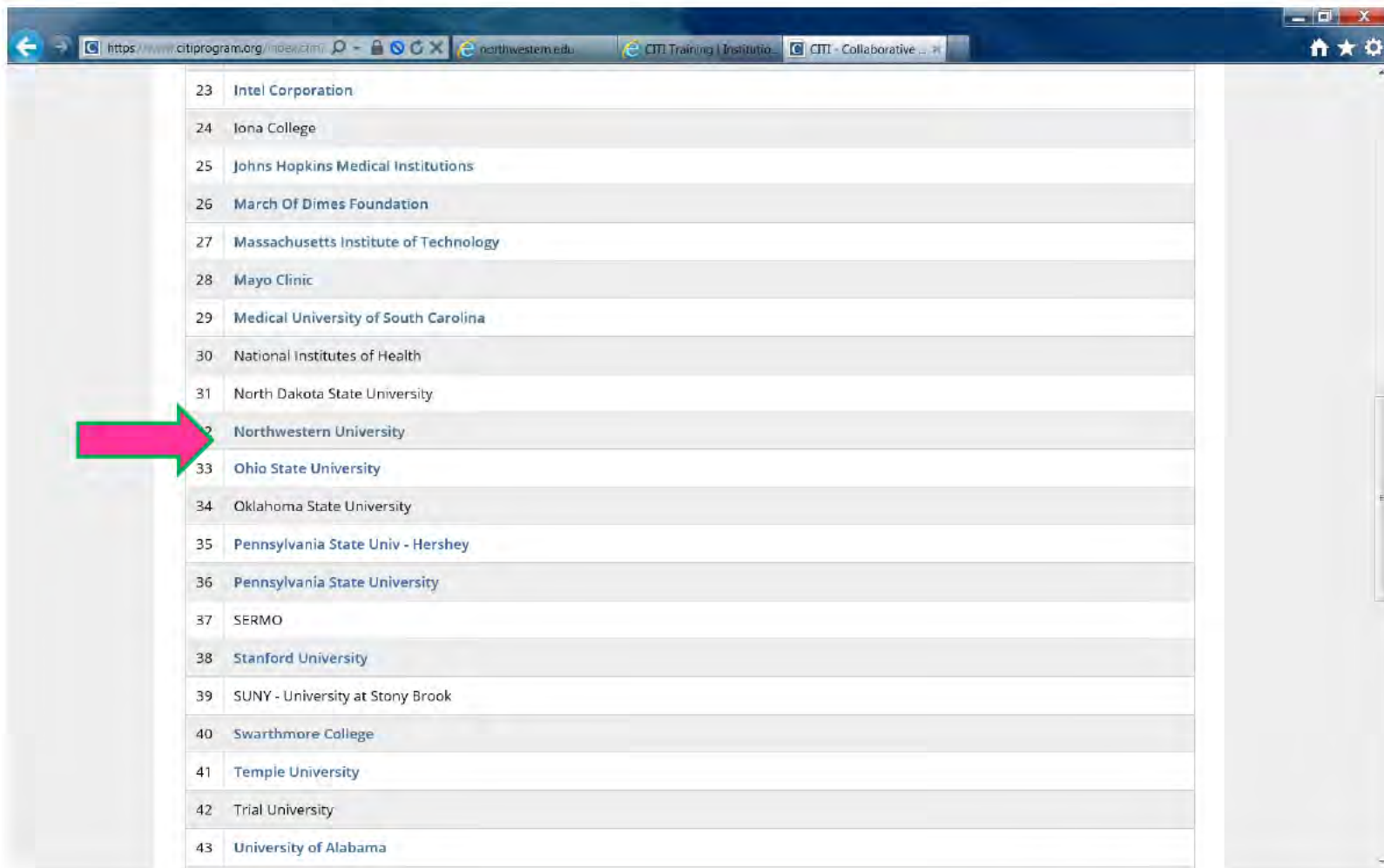
Below the navigation bar, there is a section titled "> Institutions using Single Sign On (SSO)". This section contains the following text:

- Organizations listed here use "Single Sign On" (SSO) for CITI Program access.
- SSO requires a username and password issued by the organization.
- Click on the organization name for SSO login instructions.

Below this text is a table listing 11 institutions:

1	Augsburg College
2	Baylor College of Medicine
3	Baylor University
4	California Institute of Technology
5	Cornell University
6	DAIDS LMS
7	Duke Clinical Research Institute
8	Duke Medicine
9	Duke Student RCR
10	Duke University - Non-Medical Research
11	Florida Puerto Rico Collaboration to Reduce Stroke Disparities (FL-PR CRESD)

A list of institutions will appear



Click on "Northwestern University"

https://webss0.11.northwestern.edu/ OpenAM (Login)

NU Online Passport


Your single sign-on access to University systems

NetID:

Password:

[Trouble Logging In?](#)

IMPORTANT: To protect the security of your NetID, be sure to close the browser window to complete the logout process.

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*An NU validation screen will come up.
Enter your NU NetID & password.
You will be redirected to your CITI account.*

To Create a New Account

Go to: www.citiprogram.org

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The main content area is divided into two columns. The left column contains "Login Tips" and "Help for Login Issues" sections. The right column contains three distinct login options:

- Standard Login:** Includes fields for Username and Password, a "Log In" button, and a link for "Forgot Username or Password?".
- Log in through my institution:** Features a grey button labeled "Log in via SSO", which is highlighted by a pink arrow.
- Create an account:** Includes a "Register" button and a note stating: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

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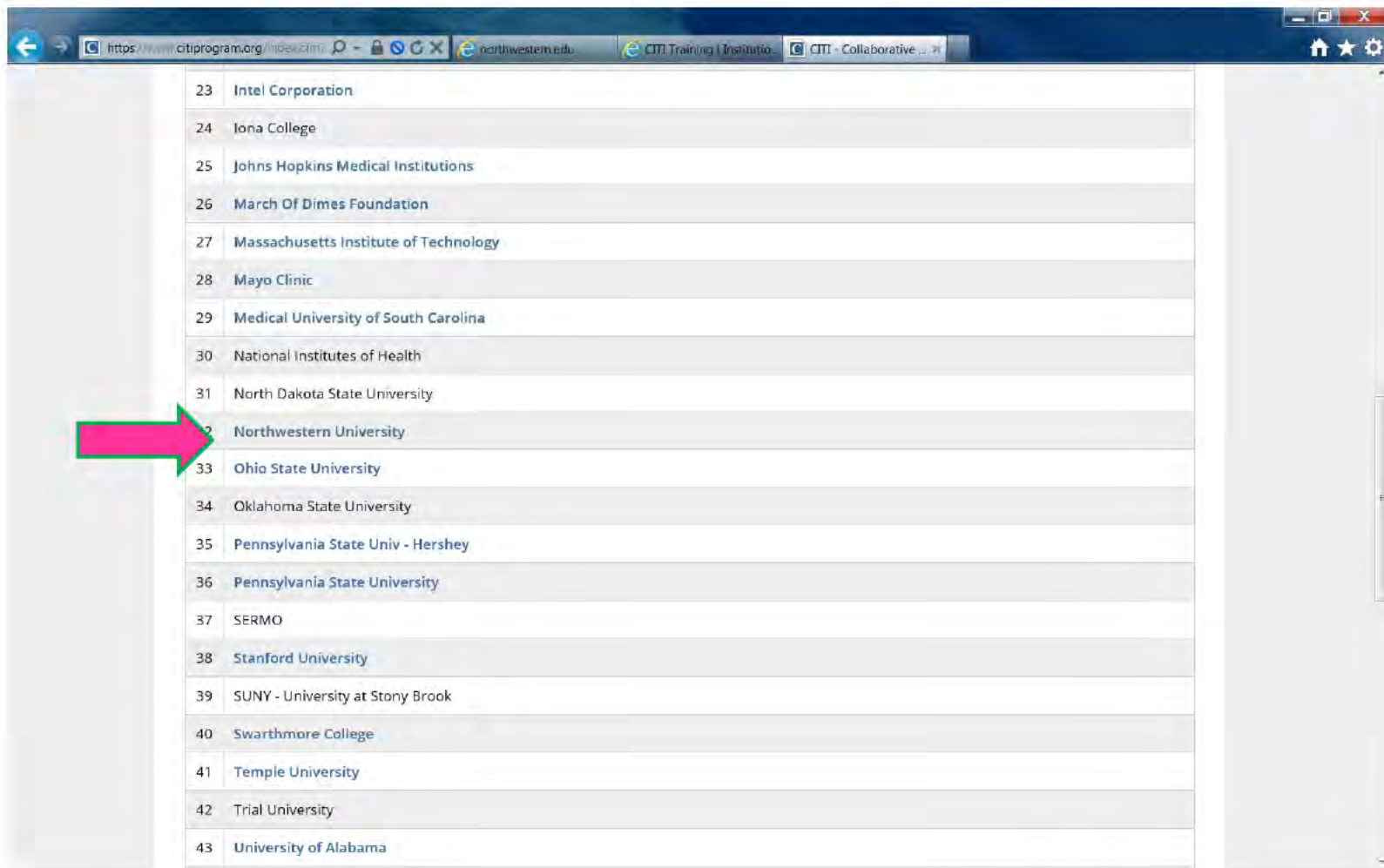
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Click on "Northwestern University"

https://webss0.its.northwestern.edu/s OpenAM (Login)

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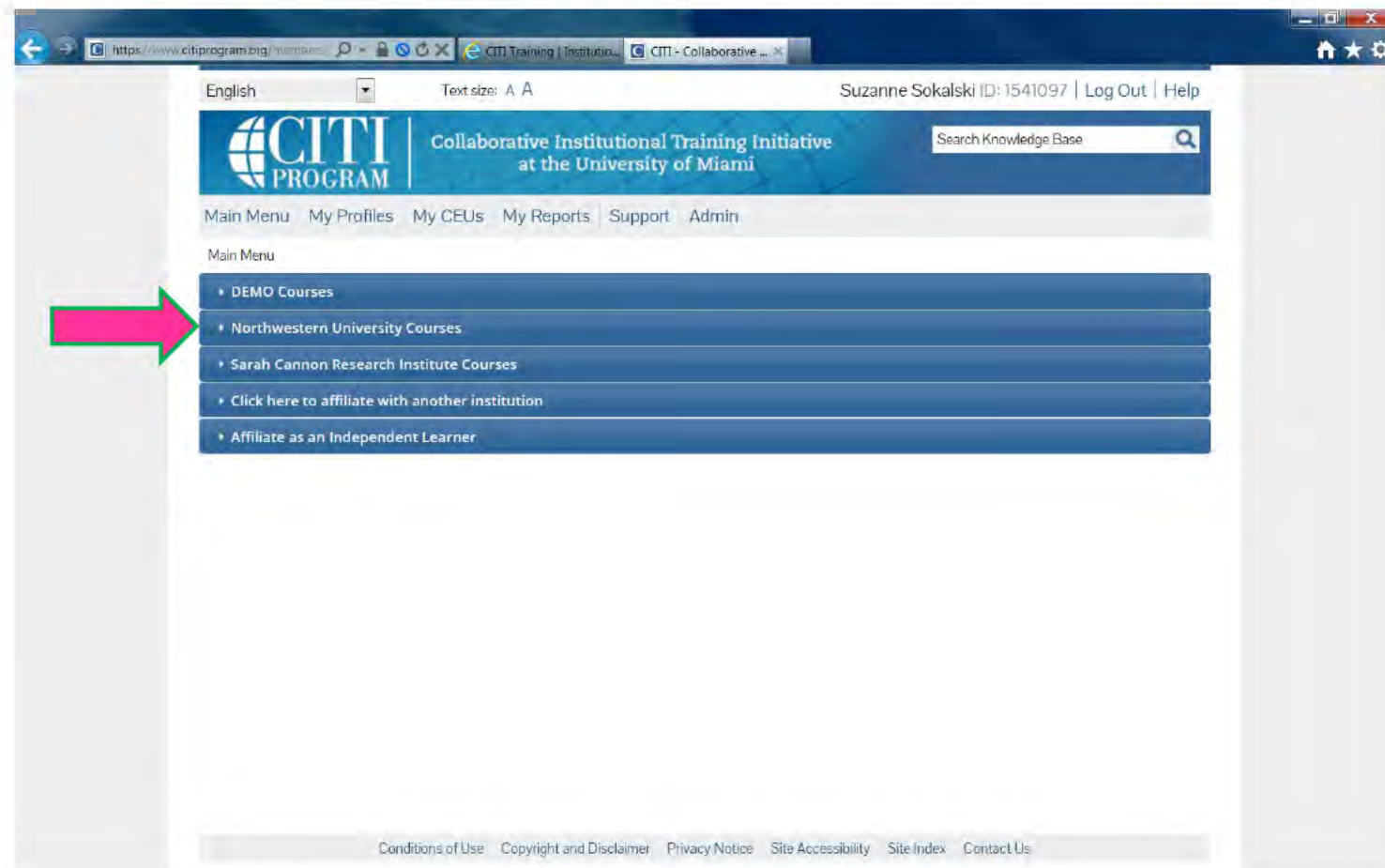


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*An NU validation screen will come up.
Enter your NU NetID & password.*

You will be redirected to your Main Menu page



The screenshot shows a web browser window with the URL <https://www.citiprogram.org/members/>. The page header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the header is a navigation bar with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin". The "Main Menu" is expanded, showing a list of blue banners: "DEMO Courses", "Northwestern University Courses", "Sarah Cannon Research Institute Courses", "Click here to affiliate with another institution", and "Affiliate as an Independent Learner". A pink arrow points to the "Northwestern University Courses" banner. At the bottom of the page, there is a footer with links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

*Click on the blue banner labeled
"Northwestern University Courses"*

English Text size: A A Suzanne Sokalski ID: 1541097 | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu My Profiles My CEUs My Reports Support Admin

Main Menu

- ▶ DEMO Courses
- ▶ Northwestern University Courses
 - Course Status Completion Report CE Eligibility Survey

My Learner Tools for Northwestern University

- ▶ Add a Course or Update Learner Groups
- ▶ View Previously Completed Coursework
- ▶ Update Institution Profile
- ▶ View Instructions page
- ▶ Remove Affiliation

- ▶ Sarah Cannon Research Institute Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

Conditions of Use Copyright and Disclaimer Privacy Notice Site Accessibility Site Index Contact Us

Click on "Add a Course or Update Learner Groups"

Browser address bar: <https://www.citiprogram.org/memb...>

Page Header: English | Text size: A A | Suzanne Sokalski ID: 1541097 | Log Out | Help

Logo: CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami


Search: Search Knowledge Base

Navigation: Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Sub-Menu: Main Menu > Add Course/Update Learner Groups

Select Curriculum -

* Indicates a required field.



CITI Course Enrollment Procedure

CITI provides courses in Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research. Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

- You will be provided a series of enrollment questions below.
- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

Human Subjects Protection Course:

- If you have NOT completed a CITI course at this Institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-fresher course now.
- You may be able to fulfill your refresher obligation with the CITI Good Clinical Practice Course. Please consult your IRB office.

For more detailed information review the instruction's page of your Institution. This page is available as a link at the top of this page

Laboratory Animal Welfare Course

If you are planning to use lab animals in your work, you may be required to complete the CITI Lab Animal Welfare Course. You should:

- Choose the appropriate courses according to your role in research and the species you use.
- Choose all that apply.
- Contact your IACUC Office if you have questions regarding your requirements.

CITI Curriculum Selection

You may enroll in multiple courses. You can take the courses sequentially or together. You should use multiple login sessions. The available courses in the CITI program are:

- The Human Subjects Courses
 - Good Clinical Practice (GCP)
 - Health Information Privacy and Security (HIPS)
- The Lab Animal Welfare Courses
- Responsible Conduct of Research Courses (RCR)

Changing Your Course Selections Later

Scroll down...

*Select the appropriate course/s for the research you will be conducting (i.e. Biomedical, Social Science and Behavioral Science, and/or Good Clinical Practice)
Then click "submit"*

Responsible Conduct of Research

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose all that apply.

- RCR course for undergraduate students in engineering
- RCR course for graduate students and postdocs in engineering
- RCR course for undergraduate students in WCAS Division I: Sciences and Math
- RCR course for graduate students and postdocs in WCAS Division I: Sciences and Math
- RCR course for undergraduate students in WCAS Division II: Social Sciences
- RCR course for graduate students and postdocs in WCAS Division II: Social Sciences
- RCR course for undergraduate students in WCAS Division III: Humanities
- RCR course for graduate students and postdocs in WCAS Division III: Humanities
- RCR course for graduate students and postdocs in the School of Education and Social Policy.
- RCR course for graduate students and postdocs in the School of Communication
- RCR course for undergraduate students in the School of Education and Social Policy.
- RCR course for undergraduate students in the School of Communication

Question 2

Human Subjects Research

Select the group appropriate to your research activities. You will be enrolled in the basic course for that group.

Choose one answer.

- Biomedical Research Group
- Social Science and Behavioral Science Research
- I work with lab animal welfare.
Please answer the third question.



Question 3

Good Clinical Practice (GCP) Course Enrollment

If you need to take the GCP course, please select "Enroll me in this course" below. Otherwise, you may leave this question blank.

Choose all that apply.

- Enroll me in this course.



You will be redirected to your Main Menu page

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Course	Status	Completion Report	CE Eligibility	Survey
Biomedical Research	Incomplete		Not Earned	Available

*Click on the blue "Northwestern University Courses" banner
A table should drop down below with "incomplete" in the status column
Click on the name of the course to be redirected to the content*

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CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu My Profiles My CEUs My Reports Support Admin

Main Menu

- ▶ DEMO Courses
- ◀ Northwestern University Courses

Course	Status	Completion Report	CE Eligibility	Survey
Biomedical Research	Passed 06/11/2013	Print Report	Available	Post-course evaluation

My Learner Tools for Northwestern University

- ▶ Add a Course or Update Learner Groups
- ▶ View Previously Completed Coursework
- ▶ Update Institution Profile
- ▶ View Instructions page
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- ▶ Sarah Cannon Research Institute Courses
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After you have completed all of the modules and passed the quizzes with a score of 70% or better, you will be able to download and print a Course Completion Report. This report is a transcript providing a detailed record of your training.

NOTE: The NU IRB Office does not issue certificates of CITI training completion.

You are strongly advised to retain a copy of the certificate for your records

*To link your previous training with
Northwestern*

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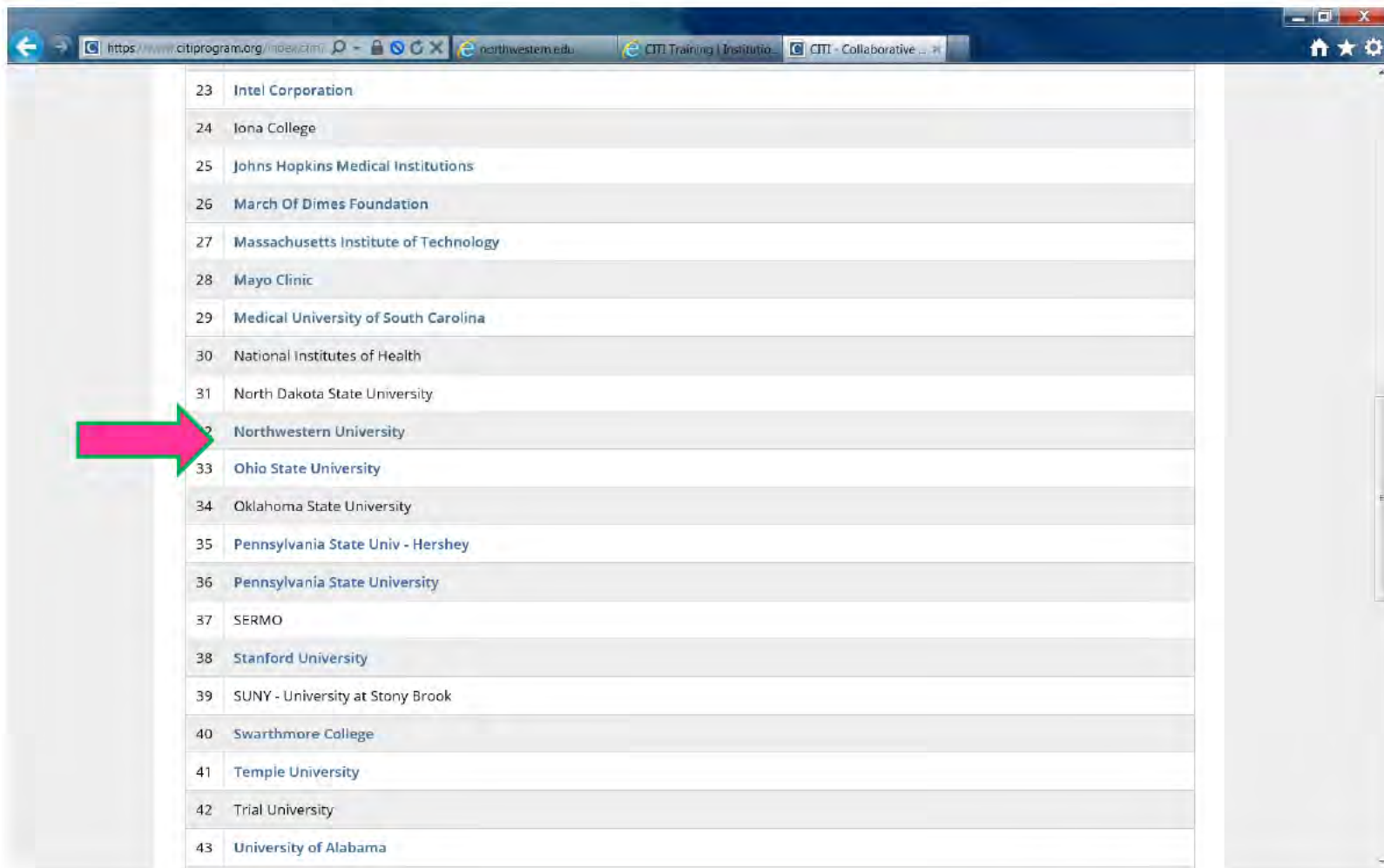
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*An NU validation screen will come up.
Enter your NU NetID & password.*

- As part of the account setup, you will be asked if you have an existing CITI account.
- Answer yes and provide the requested information.
- Your existing account will be affiliated with NU, and you will be able to log in via SSO with your NU NetID & password going forward.

*To print a copy of your
completion certificate*

English



Text size: A A

Suzanne Sokalski ID: 1541097 | Log Out | Help



Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base



Main Menu My Profiles CE Credit Status My Reports Support Admin

Main Menu

▶ Courses

▶ Northwestern University Courses

▶ Sarah Cannon Research Institute Courses

▶ Click here to affiliate with another institution

Click on the institution where you took the course

English



Text size: A A

Suzanne Sokalski ID: 1541097 | Log Out | Help



Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base



Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Main Menu

▸ DEMO Courses

▾ Northwestern University Courses

Course	Status	Completion Report	CE Eligibility	Survey
Biomedical Research	Passed 06/11/2013	Print Report	Not Available	Take Survey

My Learner Tools for Northwestern University

- 🔍 Add a Course or Update Learner Groups
- 🔍 View Previously Completed Coursework
- 🔍 Update Institution Profile
- 🔍 View Instructions page
- 🔍 Remove Affiliation

▸ Sarah Cannon Research Institute Courses

▸ Click here to affiliate with another institution

Click on "Print Report" to create a PDF

Still have a Question?

irbtraining@northwestern.edu

NU IRB Chicago Office: 312-503-9338

NU IRB Evanston Office: 847-467-1723

CITI:

305-243-7970

citisupport@med.miami.edu