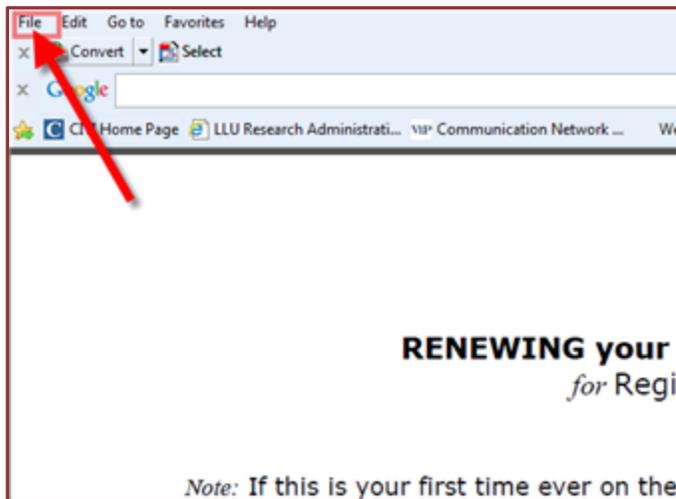


## RENEWING your EXISTING CITI TRAINING for Registered CITI Users

*Note:* If this is your first time ever on the CITI website, this is the **wrong** guide. Please close this window, and then select the refresher guide for **NEW CITI User** from the menu.



Before you do anything else, please open a duplicate of **these instructions** in another browser window.

For internet Explorer, click the "File" command on the menu as shown in the picture at left. (Your screen will look similar, but not exactly like this.) Select "New Window" from the dropdown menu.

1. Please click the following link :

Access the training website (CITI)  [CLICK HERE](#)

This will take you to the CITI site. Please rearrange your windows so you can see the CITI website in the window you just opened, and can also see **these instructions** (which should still be open) in another window. That way, you can refer to the instructions as you set-up your training.

(The CITI Program updated the "look" of their interface, but it is functionally very much like the previous version.)

2. Please type **your user name** in the box as shown by the **orange** arrow. If you do not remember it, CITI will send it to you. (See **green** arrow in the picture below, on Step 3.)

Type you password in the box below that, if you know it.

The screenshot shows the CITI Program login page. At the top, there is a navigation bar with 'USA - English', 'Text Size: A A', and links for 'Log In | Register | Help'. Below this is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for 'Search Knowledge Base' is also present. The main navigation menu includes 'Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us'. A message reads: 'Returning User? Please log in. Don't have an account? Click here to register'. The login form has a 'Username' field containing 'ImaResearcher' and a 'Password' field. A 'Log In' button is next to the password field. Below the password field is a link for 'Forgot Username or Password?'. There is also a 'Create an account' section with a 'Register' button. A note at the bottom states: 'Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.' Annotations include two orange arrows pointing from the 'Returning User? Please log in.' message to the 'Username' and 'Password' fields, and a green arrow pointing from the 'forgot my Username or Password' link to the 'Forgot Username or Password?' text.

### 3. Password re-set:

- ☞ If you don't remember your CITI password. Click the link "Forgot my Username or Password" as shown (immediately above) by the **green arrow**.

You will be **emailed** a password change dialogue that looks like this:

The screenshot shows the content of a password reset email. It features the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. The main text reads: 'You have requested to reset your CITI Program password for the following username: xxxx'. Below this is a link: 'Click [here](#) to continue.' An orange arrow points to the 'here' link. The next line says: 'You will be required to answer your security question in order to reset your password.' At the bottom, it says: 'Thank you, CITI Program Support'.

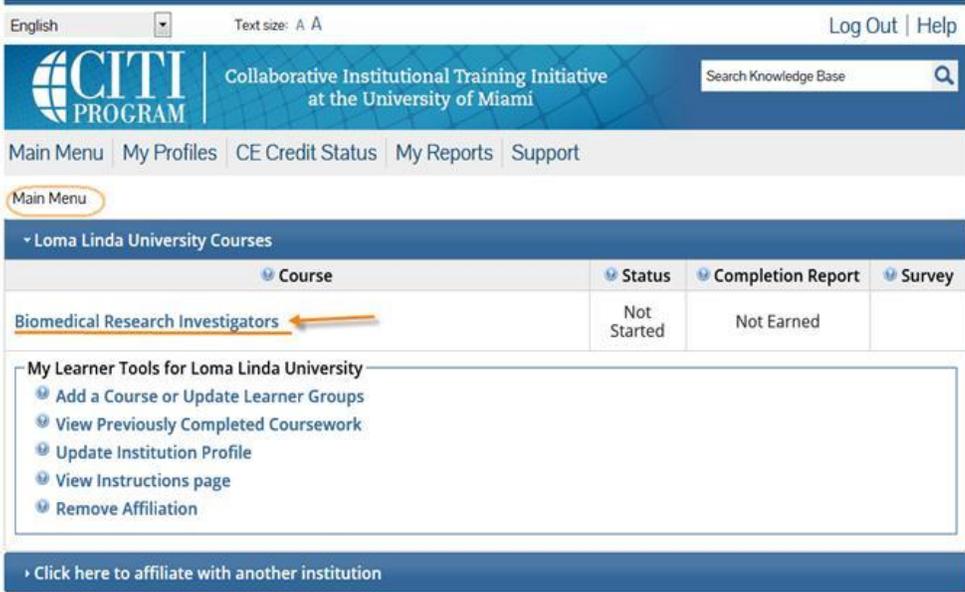
✓ Even if you do remember your password, CITI will still **email** you the above reset request, because they have enhanced security of their passwords, and want to make sure yours is in keeping with their new requirements for password strength.

■ Click as shown (previous page), update the password, then login using it.

You might also be asked to provide a security code, and/or validate your email address. If so, the screens you will see are self-explanatory. **If you are asked** to provide an existing security code, type in "**Dog**" (unless you know it is different).

**Note:** If you cannot get by the security code, please call JR. We'll need to contact CITI.

4. After that, you will come to your learner's "Main Menu," which will look *similar* to the screen below, depending on what course you have done, and the courses to which you have access. Yours might say Data/Specimens, or Social-Behavioral, for example. (IF MORE THAN ONE COURSE IS LISTED: It does not mean you are obligated to take them all. You can if you like, but at the moment only **one** "Refresher" course is required to keep your certificate up-to-date.)



The screenshot shows the CITI PROGRAM interface for Loma Linda University. At the top, there is a header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a navigation menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". The "Main Menu" link is circled in orange. Below the navigation menu is a section titled "Loma Linda University Courses" which contains a table with the following data:

Course	Status	Completion Report	Survey
<a href="#">Biomedical Research Investigators</a>	Not Started	Not Earned	

An orange arrow points to the "Biomedical Research Investigators" link. Below the table is a section titled "My Learner Tools for Loma Linda University" with the following links:

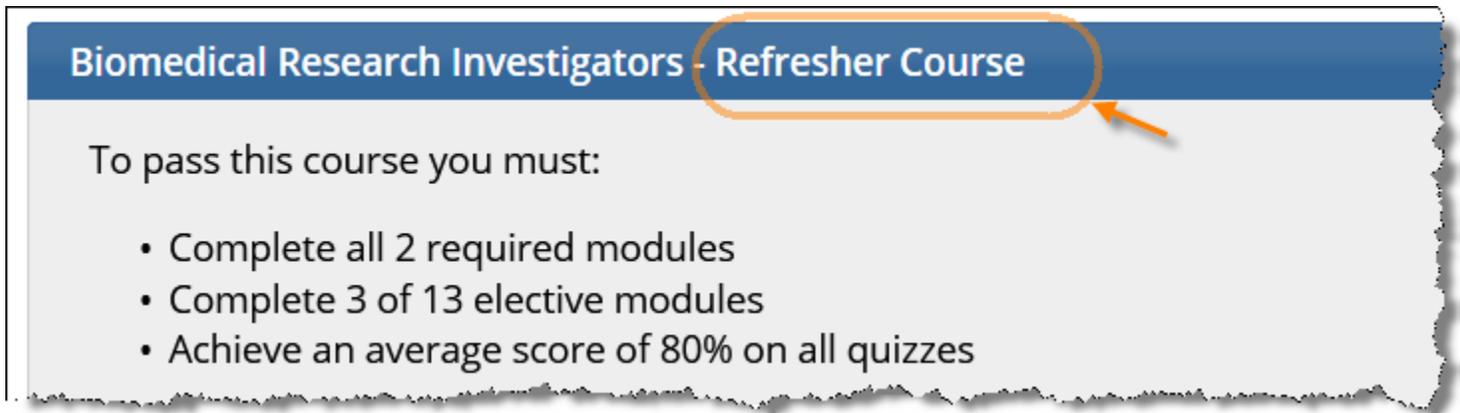
- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

At the bottom of the interface, there is a link that says "Click here to affiliate with another institution".

Those of you familiar with the previous CITI interface may have noticed that the above screen does not tell you if the course is a "Basic" or "Refresher" (or what "Stage" of Refresher).

That will be displayed *after* you click the link and go to the next screen. That is part of the "new/improved" interface 😊.

5. After you click the course link, PLEASE LOOK at what is displayed on the screen. (See next picture, below). Make sure it says "Refresher Course." If not, you either selected the wrong course link, (go back and try any others listed), or the setup is wrong. If your screen does not offer you a Refresher Course, the rest of this manual will not help you. Instead, please call me (preferred) at x87463 (909-558-7463), or send me an e-mail (higher risk of delay for you). That way, we can adjust the "set-ups" on the training website for your particular circumstances and get you going.



**6. Actually take the training**

Please refer to the image on the next page, and follow what it says in the "balloons":

- Click on the link for the Integrity Assurance Statement before you do any actual course modules.
- Click on the links in sequence for the *required* modules
- Complete the number of elective modules as instructed by the online screen, under the heading  
"To pass this course, you must: " For example, the Biomedical Refresher course is 2 required modules and 3 electives.

(Please do not expect credit for the final module titled "How to Complete the CITI Refresher Course and Receive a Completion Report (ID: 922)" as one of the three required electives ☺ )

**Biomedical Research Investigators - Refresher Course**

To pass this course you must:

- Complete all 2 required modules
- Complete 3 of 13 elective modules
- Achieve an average score of 80% on all quizzes

**You have unfinished modules remaining**

**Complete The Integrity Assurance Statement before beginning the course**

Your Current Score  
**0%**

Read the requirements

Must click this **first**, and fill-out short a form

Module titles will become "live" links

Complete the required number of electives from those listed.  
(Exception: The module "How to complete the CITI refresher course" does not count for credit.)

	Date Completed	Score
<b>Required Modules</b>		
<a href="#">Biomed Refresher 2- Instructions (ID: 764)</a>	Incomplete	0/0 (0%)
Biomed Refresher 2 - History and Ethical Principles (ID: 511)	Incomplete	0/0 (0%)
<b>Elective Modules</b>		
Biomed Refresher 2 - Regulations and Process (ID: 512)	Incomplete	0/0 (0%)
Biomed Refresher 2 - Informed Consent (ID: 514)	Incomplete	0/0 (0%)
Biomed Refresher 2 - SBR Methodologies in Biomedical Research (ID: 515)	Incomplete	0/0 (0%)
Biomed Refresher 2 - Genetics Research (ID: 518)	Incomplete	0/0 (0%)
Biomed Refresher 2 - Records-Based Research (ID: 516)	Incomplete	0/0 (0%)
Biomed Refresher 2 - Research Involving Vulnerable Subjects (ID: 519)	Incomplete	0/0 (0%)

7. *If* you received a passing score on the quizzes, then I will receive notification electronically that you completed the course. You do not have to send anything in.



If you are familiar with the CITI website, this really not that much different than as before; it looks different, but the workflow is very similar. However, I no longer have the ability to lookup your password, but it is now much quicker and easier for you to reset it yourself, and then keep going.

Please call me if you have any questions *whatsoever* or if I can help.

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