

University of Chicago

CITI Program – Quick Reference Guide

The Collaborative Institutional Training Initiative (CITI Program) is used by the University of Chicago to provide required research education content to researchers. It is **VERY IMPORTANT** that the correct UChicago ID is affiliated with your account profile, as completion dates & data will flow through to university systems (such as [AURA](#)).

If you have any additional questions after reviewing this guide, please email AURA-Help@uchicago.edu and we will either answer your question(s) or connect you with an appropriate party who can.

Contents:

Login & Registration – CITI Homepage	2
Update Your UChicago ID (for existing CITI accounts).....	9

Login & Registration – CITI Homepage

- Go To: www.citiprogram.org

The screenshot shows the CITI Program homepage with several key elements and annotations:

- Header:** USA - English, Text Size: A A, Log In | Register | Help, Search Knowledge Base.
- Navigation:** Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us.
- Background Image:** A blue-tinted image of a laboratory or industrial setting.
- Annotations:**
 - A red box on the left contains the text: "Log in with your existing account info or use the **“Forgot Username or Password?”** link to retrieve your username and/or reset your password." Red arrows point to the "Forgot Username or Password?" link in the login form.
 - A red box on the left contains the text: "If you have ***not*** yet created a CITI account select the **“Register”** button." A red arrow points to the "Register" button in the "Create an account" section.
 - A red box on the right contains the text: "**Not** currently available for the University of Chicago." A red arrow points to the "Log in via SSO" button.
- Login Form:** Username, Password, Log In, Forgot Username or Password?
- Log in through my institution:** Log in via SSO.
- Create an account:** Register. Below it, text reads: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."
- Footer:** Over 7.2 million CITI Program courses have been completed since 2000.



CITI Program Announcements

- Visit CITI Program's Online Bookstore
- New Clinical Research Coordinator (CRC) Course
- New Good Laboratory Practice (GLP) Course
- 4th World Conference on Research Integrity
- New Modules and Courses Released in 2014
- More...



Help & Support

- How do I register?
- Merge duplicate accounts
- I forgot my Username or Password
- More...



USA - English

Text Size: A A

[Log In](#) | [Register](#) | [Help](#)



Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base



[Home](#) | [About Us](#) | [Courses](#) | [Become a Subscriber](#) | [CE Credits](#) | [News and Events](#) | [Contact Us](#)

CITI - Learner Registration

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

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

University of Chicago

NORC at the University of Chicago

University of Chicago

Enter & Select "University of Chicago"

organization, enter its name in the box above, then pick from the "p 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2](#)

[Search Again](#)

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

[Continue as Independent Learner \(Fees Apply\)](#)

[Accessibility](#) | [Copyright](#) | [Privacy Notice](#) | [Terms of Service](#) | [Site Index](#) | [Contact Us](#)

CITI - Learner Registration

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

Use your @uchicago.edu email address

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address

Verify secondary email address

[Continue to Step 3](#)

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 must contain at least one uppercase letter, one lowercase letter, one number, and one special character.

* 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

We recommend using your UChicago ID as your User Name.

You can look up your ID here:

<https://cnet.uchicago.edu/ams/servlet/ChicagoIDSearch>

Continue to Step 4

Enter info and continue.

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ
Why does CITI Program ask about your gender? ⓘ

* indicates a required field.

*** Your Gender Is:**

- Male
- Female
- I would rather not disclose

*** Your Ethnicity Is: (You may choose only one)**

- Hispanic or Latino ⓘ
- Not Hispanic or Latino
- I would rather not disclose

*** Your Race Is: (You may choose more than one)**

- American Indian or Alaska Native ⓘ
- Black or African American ⓘ
- Asian ⓘ
- Native Hawaiian or Other Pacific Islander ⓘ
- White ⓘ
- I would rather not disclose

[Continue to Step 5](#)

Enter info and continue.

* indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.


If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

- AMA PRA Category 1 Credits
- Nurses (CNE Credits)
- Other
- Psychologists (CEP Credits)

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

- Yes
- No
- Not sure. Ask me later

Continue to Step 6

Please provide the following information requested by University of Chicago

* indicates a required field.

Address Field 1

Language Preference

* Gender

* Highest degree

If you're unsure what the correct # should be – please click the hyperlink to look it up.

* UChicago ID

If you do not know your [UChicago ID](#), please go to the following website and enter your CNet ID or name to receive your UChicago ID.

It is **VERY IMPORTANT** that you enter your UChicago ID correctly.

* Department

* What is your role in research?

* Institutional email address

Address Field 1

Address Field 2

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

Continue to Step 7

Select Curriculum

- You will have the option to complete the Conflict of Interest Course now or later
- You will continue on to several more views that are required to be answered by the University
- After you have completed the required questions, you will then need to finalize your registration

CITI - Learner Registration

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

* indicates a required field.

*** Would you like to take the Conflict of Interest Course?**

(Answering No will remove the course from your course list if you have already completed it)

Choose one answer

Yes

Not at this time.

Next

CITI - Learner Registration

Your registration with **University of Chicago** is complete. You must make a selection below to continue.

[Affiliate with another institution](#)

[Finalize registration](#)

- You will receive an email to the address you entered with additional steps to finalize your registration

Update Your UChicago ID (for existing CITI accounts)

1)

The screenshot shows the CITI Program website home page. At the top left, there is a language selector set to "USA - English" and a text size selector. On the right, there are links for "Log In", "Register", and "Help". The main header features the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar for the "Knowledge Base" is located on the right. Below the header is a navigation menu with links: "Home", "About Us", "Courses", "Become a Subscriber", "CE Credits", "News and Events", and "Contact Us". The main content area is divided into two columns. The left column features a large image of a person in a cleanroom working on a large, complex piece of equipment. A red box highlights the text "Log in to your existing CITI Account" with a red arrow pointing to the login form on the right. The right column contains a login form with fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". Below the login form are two sections: "Log in through my institution" with a "Log in via SSO" button, and "Create an account" with a "Register" button. A note below the register button states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." At the bottom of the main content area, a text box reads: "Over 7.2 million CITI Program courses have been completed since 2000".

2)

The screenshot shows the navigation menu of the CITI Program website. The header is the same as in the previous screenshot. Below the header is a navigation bar with links: "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". A red box highlights the "My Profiles" link, with a red arrow pointing to it from a text box that says "Click 'My Profiles'". Below the navigation bar is a "Main Menu" section with three items: "University of Chicago Courses", "Click here to affiliate with another institution", and "Affiliate as an Independent Learner".

3)

The screenshot shows the navigation menu of the CITI Program website, similar to the previous screenshot. The "Main Menu" section is expanded, showing a list of items: "CITI Program Profile" and "University of Chicago Profile". A red box highlights the "University of Chicago Profile" item, with a red arrow pointing to it from a text box that says "Expand 'University of Chicago Profile'".

4)

▶ CITI Program Profile

▼ University of Chicago Profile

Please provide the following information requested by University of Chicago

* indicates a required field.

Address Field 1

Language Preference
English ▼

* Gender

* Highest degree

* UChicago ID

If you do not know your UChicago ID, please go to the following website and enter your CNet ID or name to receive your UChicago ID.

* Department

* What is your role in research?

* Institutional email address

Address Field 1

Address Field 2

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

Update Profile

Update your UChicago ID here*

*then make sure to save your changes via the "Update Profile" button at the bottom of the page.