

For New Employees (Or Employees assigned a CITI compliance for the first time)

1. Go to www.citiprogram.org
2. Click on **“Register”**

3. Registration steps:

- o **Step 1:** Select **Pennington Biomedical Research Center** from the list of Participating Institutions **Note: None of the other lists require a selection**

- **Step 2:** Setup your Personal Information. You can create any username and password that their system will allow.

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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

- **Step 3:** Create a new personal **Username** and **Password** along with your **Security Question** and **Security Answer**. *Note: You can create any username and password that their system will allow.*

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CITI - Learner Registration

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](#)

- **Step 4:** Specify your **Gender, Ethnicity** and **Race**.



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CITI - Learner Registration - Pennington Biomedical Research Center

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.

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? [?](#)
Why does CITI Program use these categories? [?](#)

*** I identify my Gender as:**

Female
 Male
 Transgender or Other
 Prefer not to answer

*** I identify my Ethnicity as:**

Hispanic or Latino [?](#)
 Not Hispanic or Latino
 Prefer not to answer

*** I identify my Race as: (you may select more than one)**

American Indian or Alaska Native [?](#)
 Black or African American [?](#)
 Asian [?](#)
 Native Hawaiian or Other Pacific Islander [?](#)
 White [?](#)
 Prefer not to answer

Continue to Step 5

- **Step 5:** Select the appropriate responses.

- **Step 6:** Provide your Pennington email address, department and role in research

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Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

CITI - Learner Registration

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

Please provide the following information requested by Pennington Biomedical Research Center

* Indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

This page only requires the email address, department and role.

- **Step 7:** Choose one of the answers to setup your proper curriculum. **Note: You will be able to update this later if necessary.**


The screenshot shows the CITI Learner Registration 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 navigation bar are links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. A progress indicator shows steps 1 through 7, with step 7 highlighted. A red asterisk indicates a required field. The main content area contains a message: '* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.' Below this is a question: 'Do you conduct research in any of the following settings?'. Underneath the question is the instruction 'Choose one answer' and four radio button options: 'Yes, I conduct research with live human beings, human samples or with data derived from human beings.', 'Yes, I conduct research or teaching activities that utilizes live, animal subjects or tissues derived from live animal subjects.', 'Yes, I need/want to take the PBRC Conflict of Interest Course.', and 'Yes, I need/want to take the Biosafety/Biosecurity Courses.'. A 'Next' button is located at the bottom left of the form.

- **Step 8:** Select **Finalize Registration** to complete this process

The screenshot shows the CITI Learner Registration interface at Step 8. The navigation bar and progress indicator are the same as in Step 7. The main content area contains a message: 'Your registration with Pennington Biomedical Research Center is complete. You must make a selection below to continue.' Below this message are two radio button options: 'Affiliate with another institution' and 'Finalize registration'.

The final pages lets you know that a confirmation email has sent to your email address that you specified in the personal information. Once you confirm your address you can log in and begin taking your assigned compliance.

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at the University of Miami

Search Knowledge Base


Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

CITI - Learner Registration Complete

Thank you. You will receive a confirmation email from citi@program-noreply@med.miami.edu which will include the next step in finalizing your registration. Please check your spam folder for this email and if you have any questions or need assistance, contact CITI Support at citisupport@med.miami.edu

Instructions for Human Subjects Research

1. Select the option “**Yes, I conduct research with live human beings, human samples, or with data derived from human beings.**”



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[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#) | [Admin](#)

[Main Menu](#) > [Add Course/Update Learner Groups](#)

Select Curriculum - Pennington Biomedical Research Center (1486)

* indicates a required field.

* To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?
Choose one answer

- Yes, I conduct research with live human beings, human samples or with data derived from human beings.
- Yes, I conduct research or teaching activities that utilizes live, animal subjects or tissues derived from live animal subjects.
- Yes, I need/want to take the PBRC Conflict of Interest Course.
- Yes, I need/want to take the Biosafety/Biosecurity Courses.

2. Select the curriculum option that applies. (If you are uncertain which course applies to you, please contact your supervisor or compliances@pbrc.edu)

The screenshot shows the CITI Program web interface. At the top, there is a blue header with the CITI PROGRAM logo on the left, the text "Collaborative Institutional Training Initiative at the University of Miami" in the center, and a search bar labeled "Search Knowledge Base" on the right. Below the header is a navigation menu with links: "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin". A breadcrumb trail reads "Main Menu > Add Course/Update Learner Groups".

The main content area is titled "Select Curriculum - Pennington Biomedical Research Center (1486)". Below the title, a note states: "* indicates a required field." A larger note follows: "* Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the **Basic Course** for that group." Below this note is a green link that says "Choose one answer".


There are five radio button options for selecting a learner group:

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social Behavioral Educational (SBE)** Choose this option to satisfy CITI training requirements for investigators and staff conducting research involving the social and behavioral sciences and the humanities.
- Data or Specimens Only Research:** Choose this option to satisfy CITI training requirements for investigators and staff involved in data or specimen only research.
- Institutional/Signatory Official:** Choose this option if you are an institutional/signatory official.
- IRB Administration:** Choose this option to satisfy CITI training requirements if you are an IRB member or staff.

At the bottom of the form, there are two buttons: "Next" and "Start Over".

3. For those who select the **Biomedical Research Investigators** curriculum, you are also required to take the Good Clinical Practice course **if your research involves drugs and/or devices**. Once you

have selected the Biomedical Research Investigators curriculum from the options above, you will be given the option to select the **Good Clinical Practice** course.



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[Main Menu](#) | [My Profiles](#) | [My CEUs](#) | [My Reports](#) | [Support](#) | [Admin](#)

[Main Menu](#) > [Add Course/Update Learner Groups](#)

Select Curriculum - Pennington Biomedical Research Center (1486)

* indicates a required field.

* If you want to take Good Clinical Practice (GCP) please make your selection below.
Choose one answer

Good Clinical Practice (GCP): Choose this option to satisfy CITI training requirements for investigators and staff conducting clinical trials involving drugs and/or devices.

N/A

[Next](#) | [Start Over](#)