

CITI Program for JWU Researchers

Instructions

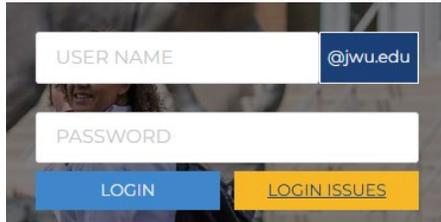
1. Enter <https://about.citiprogram.org> into your web browser.
2. Click  in the upper right corner of the screen.
3. Choose **LOG IN THROUGH MY ORGANIZATION**
4. On the next page, type Johnson & Wales in the text box indicated at right. A drop-down menu will appear with Johnson & Wales University listed.

5. Choose Johnson & Wales University, and click



Continue To SSO Login / Instructions

6. Add your JWU user name and password here:

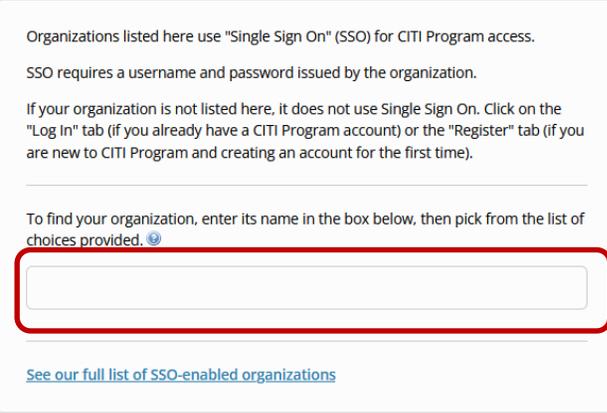


USER NAME @jwu.edu

PASSWORD

7. If you already have a CITI Program account through a different organization or through an individual investigator account, select "I already have a CITI Program account," and follow the instructions.

For new users, select "I don't have a CITI Program account and I need to create one," and continue as instructed below.



Organizations listed here use "Single Sign On" (SSO) for CITI Program access.
SSO requires a username and password issued by the organization.
If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🧐

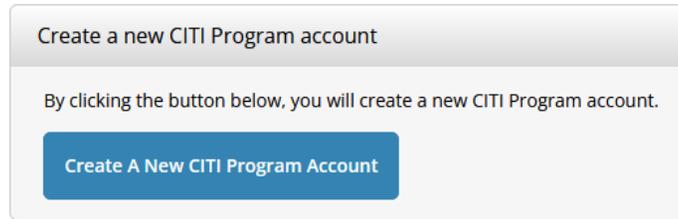
[See our full list of SSO-enabled organizations](#)

Associate your SSO account with a CITI Program account

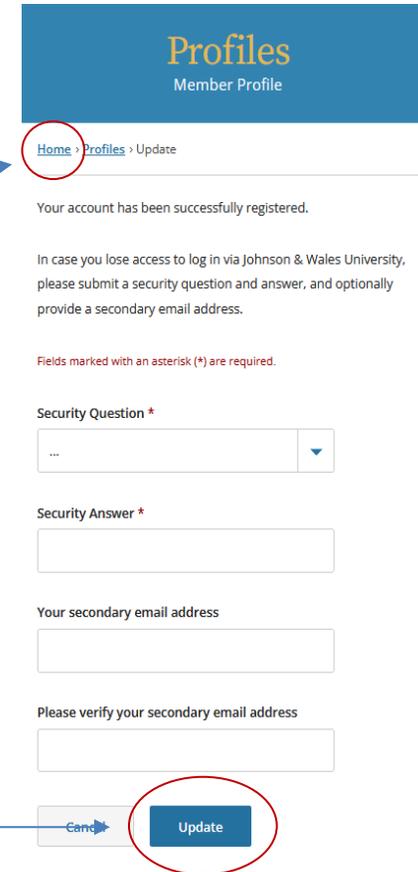
Please choose an option:

- I already have a CITI Program account.
- I don't have a CITI Program account and I need to create one.

- 8. Click on "Create A New CITI Program Account."



- 9. The next "Profiles" window will ask you to provide a security question and answer. You may also provide a secondary email address in case you lose access to log in via JWU. Add information, click on "Update," and then click on "Home."



- 10. Click "View Courses" on the next screen.



- 11. Click "Add a Course."



12. Scroll through the questions and course options on the following page and make appropriate selections based on your circumstances. Click "Not at this time" if a question is not relevant to you or required by IRB. Note in particular:

- Question 1 (at right) asks that you choose a learner group. In most cases, JWU researchers will select "Social & Behavioral Research Investigators," but your circumstances might indicate a different selection.

- A selection in response to Question 5 (below) is required for all JWU researchers. Most researchers will select Social and Behavioral Responsible Conduct of Research, but you should make the selection most appropriate to the type of human subjects research you intend on undertaking.

Question 5

Responsible Conduct of Research

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

- Biomedical Responsible Conduct of Research
- Responsible Conduct of Research for Engineers
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research
- Not at this time.

- Individuals pursuing federally funded research grants must complete the Conflicts of Interests (COI) module. To add the COI module, click "Yes" for Question 6 (at right).

The COI module may also be required by other external funding sources. If you expect to pursue external funding to support research projects, please review applications requirements carefully to determine if COI training will be required.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that 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 Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time.

Question 6

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

- Yes
- No

13. The next page will list courses (example at right) based on your previous selections. To begin completing course modules, click “Start Now” by any of the courses.

Johnson & Wales University

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

Johnson & Wales University
Biomedical Data or Specimens Only Research
Stage 1 - Basic Course

0 / 7 modules completed

[Start Now](#)

Johnson & Wales University
Social & Behavioral Research
Stage 1 - Basic Course

0 / 15 modules completed

[Start Now](#)

Johnson & Wales University
Social and Behavioral Responsible Conduct of Research
Stage 1 - RCR

0 / 9 modules completed

[Start Now](#)

Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

14. You may request additional courses by clicking “Add a Course” beneath Learner Tools for Johnson & Wales University to return to the list of questions and amend your selections.

You may also select “Remove a Course” if some of your selections appeared in error or are no longer relevant or required.

Learner Tools for Johnson & Wales University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

15. You will be prompted to agree to various terms before proceeding to the course modules. (See Assurance Statement at right.) Once you check the box and click on “Submit” at the end of the Assurance Statement, you will be taken to the screen listing the Required Modules and the Supplemental (optional) Modules for your category. (See example below.)

Social & Behavioral Research
Johnson & Wales University

INSTRUCTIONS

- Complete all 15 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS
0 / 15 modules complete

SCORE
0%

You have unfinished required or elective modules remaining.

Required Modules

Complete all 15 required modules.

Modules	Completed	Score
Belmont Report and Its Principles (ID 1127)	Incomplete	- Start
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	Incomplete	- Start
History and Ethical Principles - SBE (ID 490)	Incomplete	- Start

Supplemental Modules

Modules	Completed	Score
The IRB Administrator's Responsibilities (ID 13813)	Incomplete	- Start
Cultural Competence in Research (ID 15166)	Incomplete	- Start

Assurance Statement

Biomedical Data or Specimens Only Research - Basic Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

[Cancel](#)

[Submit](#)

16. Click [My Courses](#) at top of any page to return to your Institutional Courses listing.
17. Click [View Courses](#) to begin new courses and course modules.

Contact Michael Schrader at Michael.Schrader@jwu.edu if you experience any problems or have questions about enrolling in CITI training courses.