

## Creating a CITI account

Go to [www.citiprogram.org](http://www.citiprogram.org). From the home page, select “Register.”

In the text box, enter “University of Maryland,” then click on “University of Maryland Baltimore” in the drop down that populates. Select “Next.” (\*If VA, select “VA Baltimore, MD-512”)

**Do not affiliate with the University of Maryland Baltimore, School of Medicine.**

Complete the remainder of the form, entering your contact and other requested information.

## Changing Affiliation

From the Main Menu, select “Click here to affiliate with another institution.”

English      Text size: A A      Tara Catanzariti ID: 3121254 | 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

- ▶ Baltimore, MD-512 Courses
- ▶ DEMO Courses
- ▶ University of Maryland Baltimore Courses
- ▶ **Click here to affiliate with another institution**
- ▶ Affiliate as an Independent Learner

Within the drop down, again select “Click here to affiliate with another institution.”

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- ▶ Baltimore, MD-512 Courses
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- ▶ University of Maryland Baltimore Courses
- ▼ Click here to affiliate with another institution
  - Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

In the text box, enter “University of Maryland,” then click on “University of Maryland Baltimore” in the drop down that populates. Select “Next.” (\*If VA, select “VA Baltimore, MD-512”)

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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 > My Profile > Affiliates with New Institution

**\* Select Your Organization Affiliation**

\* indicates a required field.

Search for organization: Enter full or partial name

**Next**

Complete the remainder of the form, entering requested information related to your role in research at this institution.

On the next screen, you will be prompted to select the appropriate course. Select “Protection of Human Subjects.”

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

Main Menu > Add Course/Update Learner Groups

**Select Curriculum - University of Maryland Baltimore (411)**

\* indicates a required field.

\* Please make your selection below according to your role or interests.  
Choose all that apply

- Protection of Human Subjects
- Lab Animal Welfare
- Responsible Conduct of Research
- Conflicts of Interest

**Next** **Start Over**

If you have not previously taken Group 1 or Group 2 under an old affiliation, select Yes. Otherwise, select No.

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > Add Course/Update Learner Groups

Select Curriculum - University of Maryland Baltimore (411)

\* indicates a required field.

\* Are you here to take a **Basic Course**?  
Choose one answer

**Yes** : Please select this option if you are taking this course for the first time, you will be enroll to the **Basic Course**.

**No**: Please select this option if you had completed basic course before, you will be enroll to the **Refresher course**.

Next Start Over

Select Group 1 or Group 2, whichever is more relevant to the research that will be conducted.

Select Curriculum - University of Maryland Baltimore (411)

\* indicates a required field.

**CITI HUMAN SUBJECTS (REFRESHER)**

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

Choose one answer

Group 1: Biomedical Research Investigators and Key Personnel. (Refresher Course)

Group 2: Social / Behavioral Research Investigators and Key Personnel. (Refresher Course)

Good Clinical Practice and ICH: This course consists of 13 modules on GCP and ICH E6 for investigators. This Basic GCP course should not be attempted until the Basic Human Subjects Course is completed. Choose this learner group and follow the link to the Basic Course. (Refresher Course)

I have not previously completed an approved Basic Course.

Next Start Over

There will be several additional pages related to optional courses. You may select “Not at this time” and “Next” for the remaining pages.

CITI will then return to the Main Menu.

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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

Main Menu

✔ Your request has been successfully submitted.

- ▶ University of Maryland Baltimore Courses
- ▶ University of Maryland Baltimore, School of Medicine Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

Select “University of Maryland Baltimore Courses” and then click on the title of the course from the drop down to begin the course.

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

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

✔ Your request has been successfully submitted.

▼ University of Maryland Baltimore Courses

Course	Status	Completion Report	Survey
Group 1.Biomedical Research Investigators and Key Personnel.	Not Started	Not Earned	

My Learner Tools for University of Maryland Baltimore

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

- ▶ University of Maryland Baltimore, School of Medicine Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

## Adding a CITI course

From the Main Menu, select “University of Maryland Baltimore Courses.” Within the drop down, select “Add a Course or Update Learner Groups.”

The screenshot shows a navigation menu with the following structure:

- Main Menu | My Profiles | My CEUs | My Reports | Support | Admin
- Main Menu
  - ▶ Baltimore, MD-512 Courses
  - ▶ DEMO Courses
  - ▼ University of Maryland Baltimore Courses
    - Course
    - Status
    - Completion Report
    - Survey

Course	Status	Completion Report	Survey
Group 3: IRB Member Module - ONLY	Passed 12/17/2012	Print Report	

My Learner Tools for University of Maryland Baltimore

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

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

Select “Protection of Human Subjects” and click “Next.”

Select Curriculum - University of Maryland Baltimore (411)

\* indicates a required field.

\* Please make your selection below according to your role or interests.  
Choose all that apply

- Protection of Human Subjects
- Lab Animal Welfare
- Responsible Conduct of Research
- Conflicts of Interest

Next Start Over

If you have not previously taken Group 1 or Group 2 under an old affiliation, select Yes. Otherwise, select No.

Select Curriculum - University of Maryland Baltimore (411)

\* indicates a required field.

\* Are you here to take a Basic Course?

Choose one answer

- Yes** : Please select this option if you are taking this course for the first time, you will be enroll to the **Basic Course**.
- No**: Please select this option if you had completed basic course before, you will be enroll to the **Refresher course**.

Next

Start Over

Select Group 1 or Group 2, whichever is more relevant to the research that will be conducted.

Select Curriculum - University of Maryland Baltimore (411)

\* indicates a required field.

Please select the group appropriate to your research activities.

Choose one answer

- Group 1**: Biomedical Research Investigators and Key Personnel.
- Group 2**: Social / Behavioral Research Investigators and Key Personnel
- Group 3**: IRB Member Module - ONLY
- Clinical Research Coordinator (CRC)**
- Good Clinical Practice and ICH**: This course consists of 13 modules on GCP and ICH E6 for investigators. This Basic GCP course should not be attempted until the Basic Human Subjects Course is completed. Choose this learner group and follow the link to the Basic Course.
- Lab Animal Welfare**: Select this response to bypass the Human Subjects Course [Go to Question 3](#) for the Lab Animal Course and select the appropriate response.

Next

Start Over

There will be several additional pages related to optional courses. You may select “Not at this time” and “Next” for the remaining pages.

CITI will then return to the Main Menu.

Select “University of Maryland Baltimore Courses” and then click on the title of the course from the drop down to begin the course.

## Changing a name in CITI

From the main menu, select “My Profiles.”

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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

- ▶ Baltimore, MD-512 Courses
- ▶ DEMO Courses
- ▶ University of Maryland Baltimore Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

Select “Change my name.”

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

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

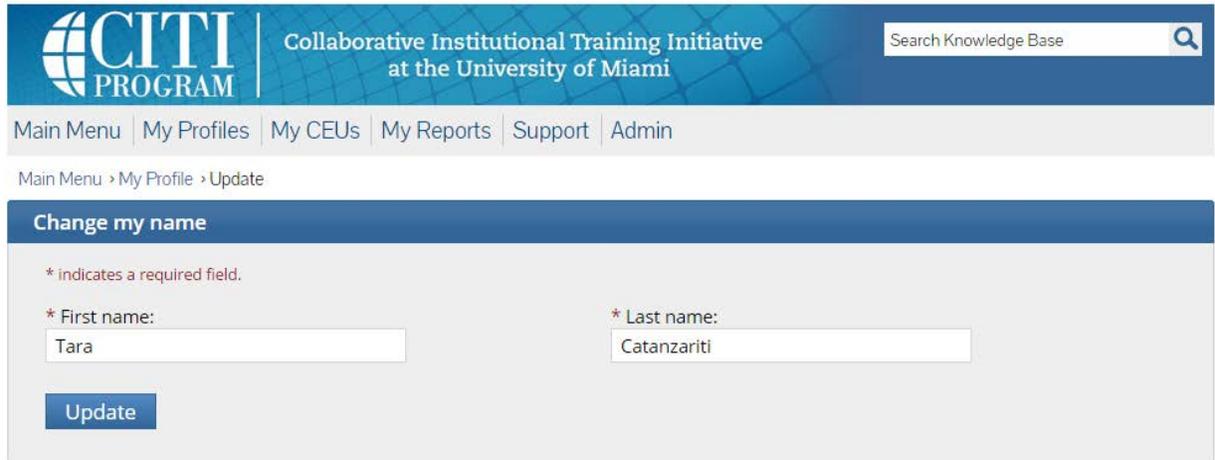
Main Menu ▶ My Profiles

▼ CITI Program Profile

First Name: Tara	Username: tcatanzariti
Last Name: Catanzariti	Password: *****
<b>Change my name</b>	Change my password
Preferred Email: tcatanzariti@umaryland.edu	Security Question: [REDACTED]
Secondary Email: [REDACTED]	Change my security question & answer
Change my email address	
Show CE credit information when available: No	Participate in research surveys: Yes
CE credit types: N/A	Change my research survey preference
Change my CE credit preferences	
Gender: Female	Country of Residence: United States
Ethnicity: Not Hispanic or Latino	Change my country of residence
Race: White	
Change my gender, race, or ethnicity	
Member ID: [REDACTED]	
Member Since: 09/28/2012	
Last Profile Update: 11/19/2014	

- ▶ DEMO Profile
- ▶ University of Maryland Baltimore Profile
- ▶ VA Baltimore, MD-512 Profile

Enter the updated information, and click “Update.”



The screenshot shows the CITI PROGRAM website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". To the right of the header is a search bar labeled "Search Knowledge Base" with a magnifying glass icon. Below the header is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin". Below the navigation menu is a breadcrumb trail: "Main Menu > My Profile > Update". The main content area is titled "Change my name" and contains a form with two input fields: "\* First name:" with the value "Tara" and "\* Last name:" with the value "Catanzariti". A blue "Update" button is located below the input fields. A red asterisk indicates a required field.

\*\*\*This process is the same for anyone changing email address or password.

**Contact the CITI Program at the University of Miami for help with the following:**

1. Navigating through CITI
2. Details regarding courses on your account
3. Questions or comments regarding the CITI program, such as those regarding the courses that CITI offers
4. Additional questions pertaining to creating an account or your CITI profile

To contact the CITI program directly, go to the CITI home page and select “Contact Us”:



They can be reached directly at 305-243-7970 or [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu).