

**CITI
Conflict of
Interest (COI)
Training
Instructions**

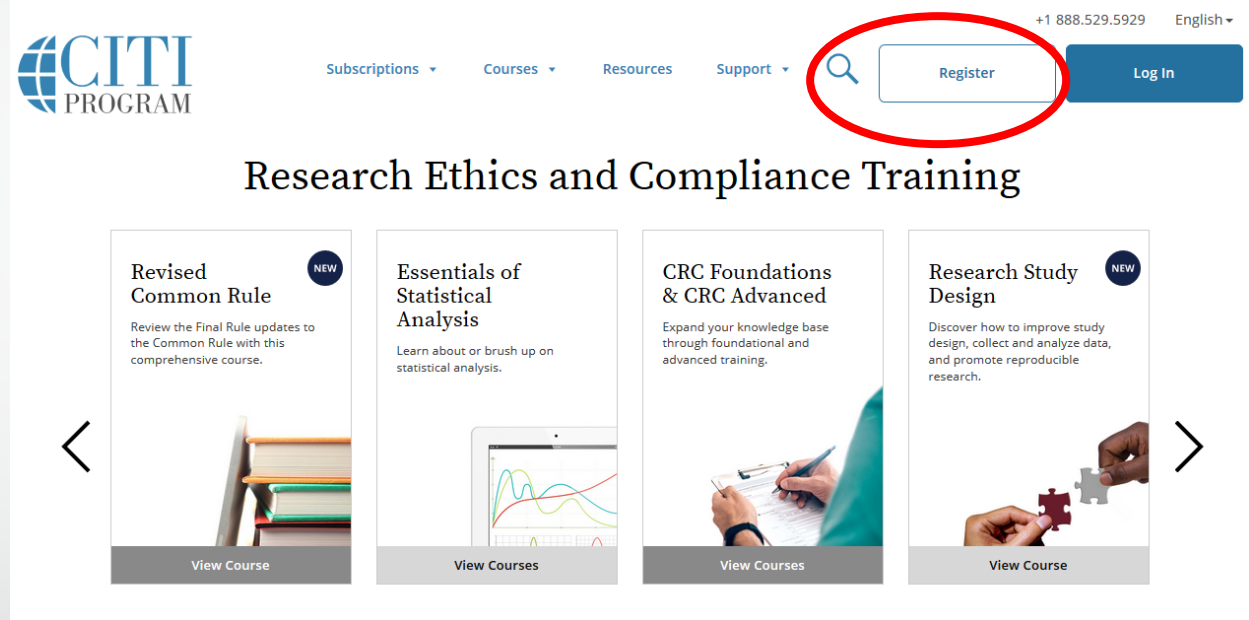
Creighton
UNIVERSITY

Office of the Provost
Research Compliance

CREATING YOUR NEW CITI ACCOUNT

WWW.CITIPROGRAM.ORG

- Create a NEW account with CITI (if necessary)
- **Do not create a new account if you already have one.** Please contact ResearchCompEd@Creighton.edu if you cannot remember your username or need your password reset
- **If you already have an account, Select “Log In” and skip to Step 11 (Slide 15) in these instructions**
- Click “Register” to go to the registration page.



The screenshot shows the CITI PROGRAM website header with navigation links: Subscriptions, Courses, Resources, Support, and a search icon. The 'Register' button is circled in red. Below the header is the title 'Research Ethics and Compliance Training' and a carousel of four course cards: 'Revised Common Rule', 'Essentials of Statistical Analysis', 'CRC Foundations & CRC Advanced', and 'Research Study Design'. Each card has a 'View Course' or 'View Courses' button.

NOTE: UNDERGRADUATE STUDENTS ARE NOT REQUIRED TO COMPLETE THIS TRAINING.

CREATING YOUR NEW CITI ACCOUNT

WWW.CITIPROGRAM.ORG

**Step 1:
Select Creighton
University as your
organization
affiliation.**



The screenshot shows the CITI Program registration interface. At the top right, there is a language dropdown menu set to 'English'. Below the logo, there are three navigation links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' (which is underlined). The main content area is titled 'CITI - Learner Registration' and includes a progress indicator for seven steps, with the first step highlighted. The current step is 'Select Your Organization Affiliation'. Below this title, there is a red note: 'This option is for persons affiliated with a CITI Program subscriber organization.' followed by a tip: 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' with a magnifying glass icon. A text input field is provided for entering the organization name. Below this field, there is an 'or' separator. The next section is 'Independent Learner Registration', which includes a red note: 'Use this option if you are paying for your courses. 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.' At the bottom of this section, there is a checkbox labeled 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and a link to 'Need Help? Support Center' at the very bottom.

Step 2:
**Enter your name and
your primary email
address.**

**A secondary email
address is a good idea,
but not required.**

The screenshot shows the 'CITI PROGRAM' registration page for Creighton University. The page has a blue header with the logo and 'English' language selection. Navigation links for 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' are present. A progress bar indicates the current step is 2 of 7. The 'Personal Information' section contains a legend for required fields and four input fields: First Name, Last Name, Email Address, and Verify email address. Below these are two more input fields for a secondary email address and its verification. A note explains the importance of a secondary email address for account recovery.

English ▾

CITI PROGRAM

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration - Creighton University

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name * Last Name

* Email Address * Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address Verify secondary email address

**Step 3:
Create your CITI
username, password,
and select security
question and answer on
this page.**

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*

Step 4: Search for and select your country of residence.

The screenshot shows the CITI PROGRAM registration interface. At the top right, there is a language dropdown menu set to 'English'. Below the logo, there are three navigation links: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' (which is underlined). The main content area has a blue header bar that reads 'CITI - Learner Registration - Creighton University'. Below this, a progress indicator shows seven steps, with step 4 highlighted. A red asterisk note states '* indicates a required field.' The current step is titled '* Country of Residence' and contains instructions: '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.' Below the text is a white search input field.

**Step 5:
Answer these questions
related to Continuing
Education Credits and
CITI related information.
Note: you do not need
CEU's to complete the
required CITI training for
research.**

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

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes


No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.


No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

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

- Yes
- No
- Not sure. Ask me later

* Can CITI Program contact you at a later date with marketing information? 

- Yes
- No

Step 6:
**Complete all
required fields. A
Creighton NetID is
required. If you do
not have a NetID,
your PI will need to
sponsor you for one
[HERE](#).**

Please provide the following information requested by Creighton University

* indicates a required field.

Language Preference

* Institutional Email Address

Please enter your Creighton University email address.

* Confirm Institutional Email Address

* Gender

* Highest Degree

Employee Number

* Department

* What Is Your Role In Research?

Step 7:

Select “I am one or more of the following and required to complete **CITI (COI) Conflict of Interest**. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.”

REMEMBER: UNDERGRADUATE STUDENTS ARE NOT REQUIRED TO COMPLETE THIS REQUIREMENT



Question 1

*PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.

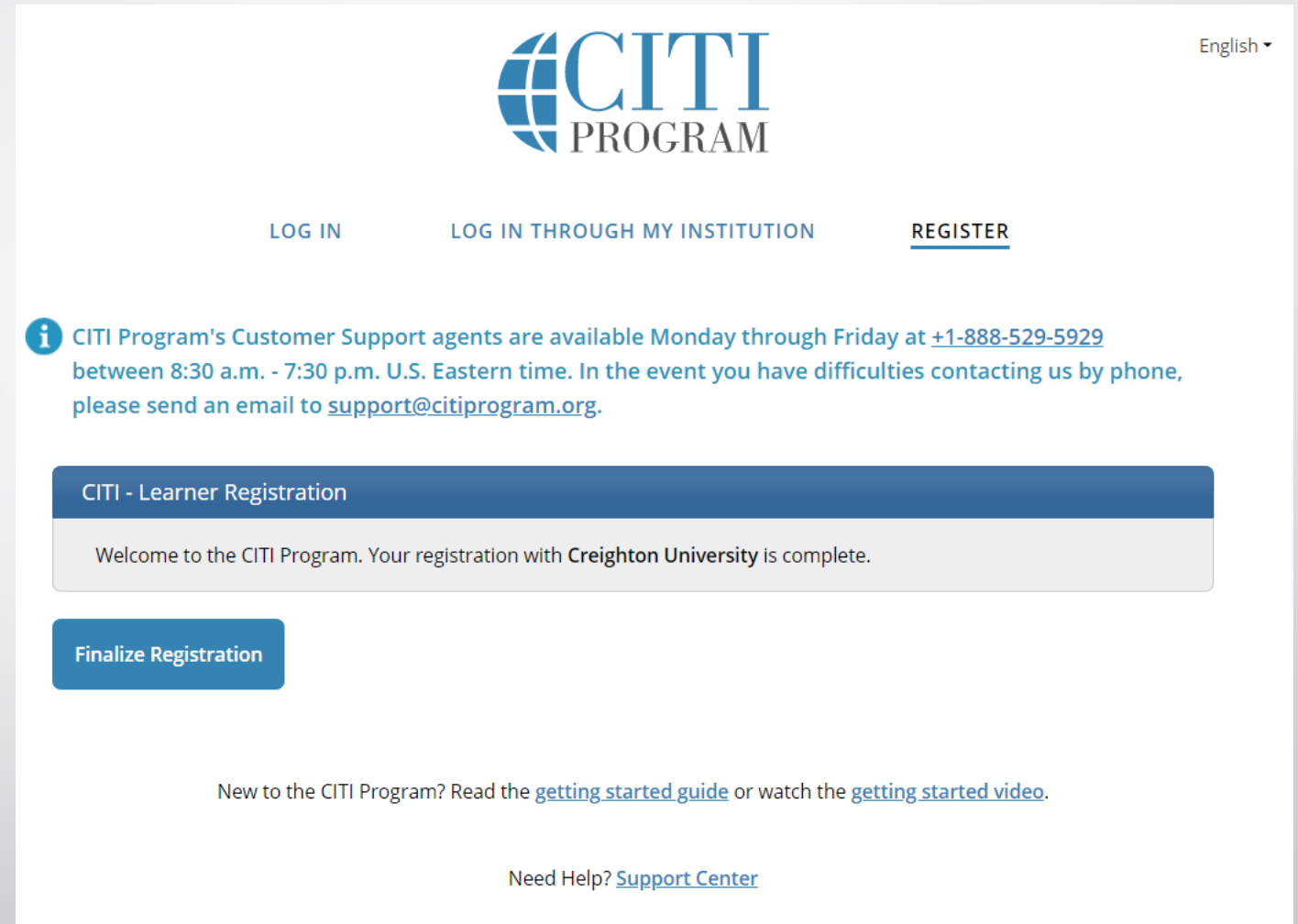
This question is required. Choose all that apply.

- I will be involved in research with **human subjects (IRB)**.
- I will be involved in research or teaching activities that utilize **live animal subjects (IACUC)**.
- I am listed on an **IBC** project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more **Biosafety Courses**.
- I am one or more of the following and required to complete (RCR) CITI Responsible Conduct of Research Course; I have a class assignment to complete training and/ or I am involved in a research project.
- I am one or more of the following and required to complete **CITI (COI) Conflict of Interest**. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.
- I am working in a Creighton University Laboratory and I need to take **Hazard Communication (GHS)** .
- I have previously completed CITI Training and need to select individual courses .

Start Over

Next

Step 8: Select “Finalize Registration”



The screenshot shows the CITI Program website interface. At the top right, there is a language dropdown menu set to "English". Below the logo, there are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER" (which is underlined). An information icon (i) is followed by a message: "CITI Program's Customer Support agents are available Monday through Friday at +1-888-529-5929 between 8:30 a.m. - 7:30 p.m. U.S. Eastern time. In the event you have difficulties contacting us by phone, please send an email to support@citiprogram.org." Below this is a blue header bar with the text "CITI - Learner Registration". Underneath the header bar is a light gray box containing the text: "Welcome to the CITI Program. Your registration with **Creighton University** is complete." Below this box is a blue button labeled "Finalize Registration". At the bottom of the page, there is a link: "New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)." and another link: "Need Help? [Support Center](#)".

Step 9: Select “View Courses”

✓ Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Creighton University

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

**Step 10:
Select "Start Now"**

Skip to Slide 17

Creighton University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Creighton University
Conflicts of Interest
Stage 1

0 / 4 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](#).

Step 11:
**If you already have a
CITI Account and have
logged in, select
“View Courses”**

 Your registration has been completed successfully.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Creighton University

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

Step 12:
**At the bottom of the
page under Learner
Tools for Creighton,
Select “Add a Course”**

Learner Tools for Creighton University

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

Step 13:

Select “I am one or more of the following and required to complete **CITI (COI) Conflict of Interest**. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.”

REMEMBER: UNDERGRADUATE STUDENTS ARE NOT REQUIRED TO COMPLETE THIS REQUIREMENT



Question 1

*PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.

This question is required. Choose all that apply.

- I will be involved in research with **human subjects (IRB)**.
- I will be involved in research or teaching activities that utilize **live animal subjects (IACUC)**.
- I am listed on an **IBC** project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more **Biosafety Courses**.
- I am one or more of the following and required to complete (RCR) CITI Responsible Conduct of Research Course; I have a class assignment to complete training and/ or I am involved in a research project.
- I am one or more of the following and required to complete **CITI (COI) Conflict of Interest**. I am listed on a federally funded project and/ or I have a current Management Plan from (CIRC) Conflict of Interest Review Committee with Creighton University.
- I am working in a Creighton University Laboratory and I need to take **Hazard Communication (GHS)** .
- I have previously completed CITI Training and need to select individual courses .

Start Over

Next

Step 14: Select "Start Now"

Creighton University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Creighton University
Conflicts of Interest
Stage 1

0 / 4 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](#).

**IF YOU HAVE ANY
QUESTIONS – PLEASE
CONTACT**

- **Research Compliance Office**
- **402-280-3200**
- **ResearchCompEd@Creighton.edu**

Creighton
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Office of the Provost
Research Compliance