How to Assign the CITI Training:
Human Subjects Protections Curriculum

Please follow the outlined steps below in order to complete the CITI Human Subjects Protections training.

   - Beginning March 6, 2023, CITI will be accessible via Single Sign On (SSO) through Workday Learning for University staff, faculty, and students.
   - CITI is also accessible via Single Sign On (SSO) through KnowledgeLink for University of Pennsylvania Health System (UPHS) faculty and staff.

2. For “First Time Users” you will need to Register (create account with a username and password)
   - First, click “Register” button on the login screen.
   - The next screen will take you through a series of questions.
Step 1: Registration

3. Type “University of Pennsylvania” in the Search for organization text box
4. Click the box “I Agree to the Terms of Service...” in the Select your Organization Affiliation box.
5. Click “I affirm that I am an affiliate of University of Pennsylvania.”
6. If you have your Penn Key and password, click “Log In with University of Pennsylvania. If you do not have your Penn Key and password, click Create a CITI Program Account.

Ignore the Independent Learner Registration box.
NOTE: The remaining instructions follow the steps initiated by clicking Create a Citi Program account above. Logging in with Single Sign On (SSO) may skip some of these steps.

**Step 2: Registration**

7. Confirm personal information is correct, or if not using single sign on enter Personal Information
8. Click “Continue To Step 3”

(* Indicates required fields)
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**Step 3: Registration**

9. If not using single sign on, create your Username and Password
10. Select a Security question and provide an answer.
11. Click “Continue To Step 4”
Step 4: Registration
12. Select Country of Residence
13. Answer remaining questions.
14. Click “Finalize Registration”
Step 5: CE Credits

15. Register your interest for CE credits. If you answer Yes, you are responsible for the cost of obtaining CE credits.

16. Click “Submit”

Your CE Credit Status

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 most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

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.

- **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.

Submit
Step 6: Affiliate with Institution

17. Enter your Penn email address under Institutional email address.
   - If you do not have it yet, enter your personal email address temporarily to be able to complete the training. You can go back into your CITI profile later to change it to your Penn email address, once available.

18. Answer the remaining required questions.
19. Enter your Penn ID # under PennID, if available. This will help Penn identify your learning records. If you do not have your Penn ID # yet, enter a random number to move forward. You can go back into your CITI profile later to change it to your Penn ID #, once available.
20. Click Next.

Office Phone *

Which course do you plan to take?

...  

Home Phone

PennID *

Next
Step 7: CITI Course Enrollment Procedure

21. Read through the CITI Course Enrollment Procedure. To fulfill IRB training requirements, you must complete the Human Subjects Protection Course.
22. Scroll down to the CITI Course Enrollment Questions.

![Select Curriculum](https://example.com/citi-course-enrollment-procedure.png)

**CITI Course Enrollment Procedure**

CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research**. Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

- You will be provided a series of enrollment questions below.
- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

**Human Subjects Protection Course:**

- If you have NOT completed a CITI course at this institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-fresher course now.
- You may be able to fulfill your refresher obligation with the CITI Good Clinical Practice Course. Please consult your IRB office.

For more detailed information review the instruction’s page of your institution. This page is available as a link at the top of this page.
Step 8: CITI Course Enrollment Questions

23. Click View Instructions Page, if necessary.

24. **Answer Question 1 by checking the box next to Protection of Human Subjects.**

25. Check off any other trainings you may be required to complete for your position (if applicable).
   - **NOTE:** If you are a physician who intends to treat patients with a humanitarian use device, but you do not conduct human subjects’ research otherwise, you may take the HUD training only.

*Indicates required fields*

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Step 9: CITI Course Enrollment Questions

26. Answer Question 2. Click Next
27. Answer Question 3, if you answered Yes to Question 2. Click Next.

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**Question 2**

You have indicated that you are interested in taking a course in the protection of human subjects. You will now be asked to complete additional questions to determine which human subjects protections course is right for you.

This question is required. Choose one answer.

- Yes. I am a Penn based researcher that conducts research at CHOP or am a CHOP-based Penn faculty member.
- No. I do not conduct research at CHOP, nor am I a CHOP-based Penn faculty member.

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**Question 3**

Have you previously completed the Penn School of Medicine's Patient Oriented Research Course?

This question is required. Choose one answer.

- Yes
- No

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(* Indicates required fields)
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Step 10: CITI Course Enrollment Questions

28. Answer Question 4 to select your appropriate learner group based on the type of research you conduct or oversee.
29. Click Next.

Question 4

Select the Group that is most appropriate for your research focus or activities.

This question is required. Choose one answer.

- Group 1: Biomedical Research
- Group 2: Social/Behavioral Research Course
- Group 3: Research with data or laboratory specimens- ONLY
- Group 4: IRB Member
- Group 5: Students - Class projects

Start Over  Next
Step 11: CITI Course Enrollment Questions

30. Answer Question 7. To comply with federal regulations, you should enroll in the GCP course if you may be engaged in research on a study that meets the NIH definition of a clinical trial.

NIH Clinical Trial Definition: “A research study in which one or more human subjects are prospectively assigned to one or more interventions to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.”

NOTE: “Interventions” may include, but are not limited to, a drug or device product, a treatment procedure or surgery, social-behavioral intervention, etc.

31. Click Next.

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Question 7

If you want to take Good Clinical Pratice (GCP) please make your selection below.

This question is required. Choose one answer.

- [ ] Yes, I would like to enroll in the Good Clinical Pratice (GCP)
- [ ] Yes, I would like to take the Good Clinical Practice for Social & Behavioral.
- [ ] No, I do not want to take the GCP course.

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32. You will be brough to the Course learning page. Click Start Now to start the courses you signed up for.