Directions for Starting the
Collaborative Institutional Training Initiative (CITI)

Prior to submitting or accessing a protocol in the CICERO system, all members of the scientific and research community are required to complete the Collaborative Institutional Training Initiative (CITI) Training Course. A CITI Training Refresher Course is also required by the anniversary date of your last CITI course. Failure to complete the refresher course may result in the loss of research privileges. Log on to https://www.citiprogram.org to complete your training. Use the directions below to register for the program. Completing all of the modules will take approximately 4-6 hours, and does not have to be completed in one sitting.

Go to: http://www.citiprogram.org

1. "*CITI Welcome Page*" Screen:
    • Click on "**New Users <u>Register Here</u>**" (in box above Login)

2. "*Select Your Institution or Organization*" Screen:
    • At "Participating Institutions" scroll down to and
    • Click on **"University of Maryland"**

3. "*Select Your Username and Password*" Screen:
    • Create username and password according to directions

4. "*Name and Email Address*" Screen:
    • Enter name you want to appear on completion records
    • Enter valid email address
    • Click 'Submit'

5. "*Member Information*" Screen:
    • Complete all the required information that's marked with *
    • For "Role" select your role with the most comprehensive knowledge requirements. Most of you should select student researcher or research assistant.
    • Click 'Submit'

6. "*Select Curriculum*" Screen:
    • Question 1 will enroll you in the basic course
    • Select Group 1: Biomedical Research Investigators and Key Personnel
    • Click 'Submit'

7. You have registered with the University of Maryland. Please do not register with any other institutions.
    • Scroll to the bottom of the page and click *"NO"* to go to the "Learner's Menu" screen

8. "*Learner's Menu*" Screen:
   - This screen will be your opening screen at future logins.
   - Click "View University of Maryland Instruction Page" to read important information.
   - In the next section there is a column labeled status click 'Enter (red font)' to begin modules.

9. "Human Research *Grade Book*" Screen:
   - Complete each module and take the quiz, if there is one.
   - You may have to click a link at the end of the module to generate the quiz.
   - Minimum overall passing score is 80%. Retake quizzes with lower scores to achieve completion and access your completion report.

Further notes:

   - Completing all modules will take approximately 4-6 hours. You may exit and return to the program after completing any module and before continuing on to the next one. If you exit in the middle of a module or before continuing on to the next module, you may not get credit for completing the module.

   - After completing all required modules, return to **Learners Menu** to view and print your completion certificate for your files and to meet the University of Maryland's requirements. Also save an electronic copy of your certificate to upload to the Assignment Manager in Blackboard.

   - If a completion report is not available, and you have completed all the required modules for a learner group's course, the most likely reason is that one (or more) of your quiz scores is too low. Re-take low-scoring quizzes.