



Office of Research Compliance Programs

CITI Program User Guide

June 21, 2022

CITI User Guide

The Office of Research Compliance Programs is pleased to provide FSU researchers with this Guide to assist them in completing their necessary training with the Collaborative Institutional Training Initiative Program, or CITI Program. Registration is free and open to any FSU-affiliated individual that has an “fsu.edu” email address.

Within this document, you will find step-by-step instructions and assistance with first-time registration, logging in to CITI, adding courses, and printing completion certificates. If you encounter any problems, or have questions regarding the CITI program training, please contact the Office of Research Compliance Programs.

The CITI Program website is periodically updated, so some course names may not match. If you encounter this issue, please let our office know so we can better assist researchers at FSU.

Office of Research Compliance Programs

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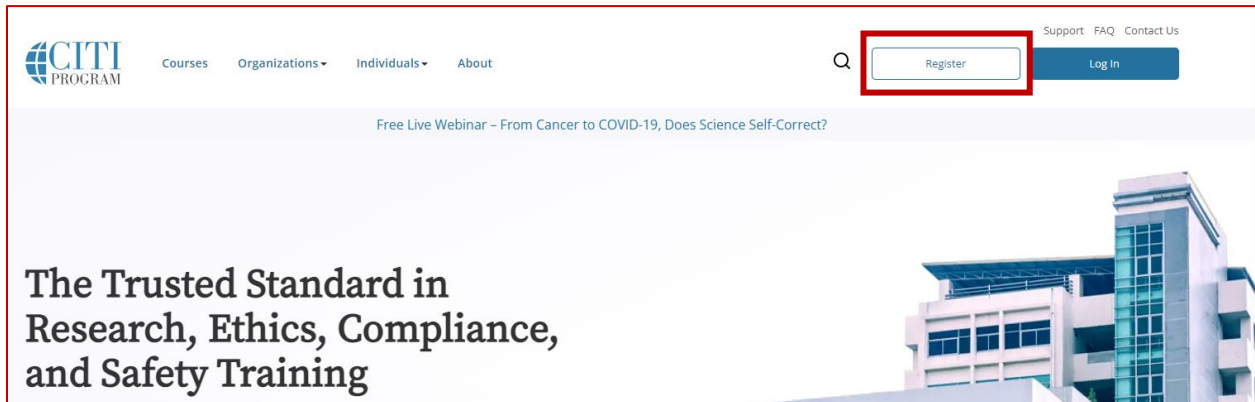
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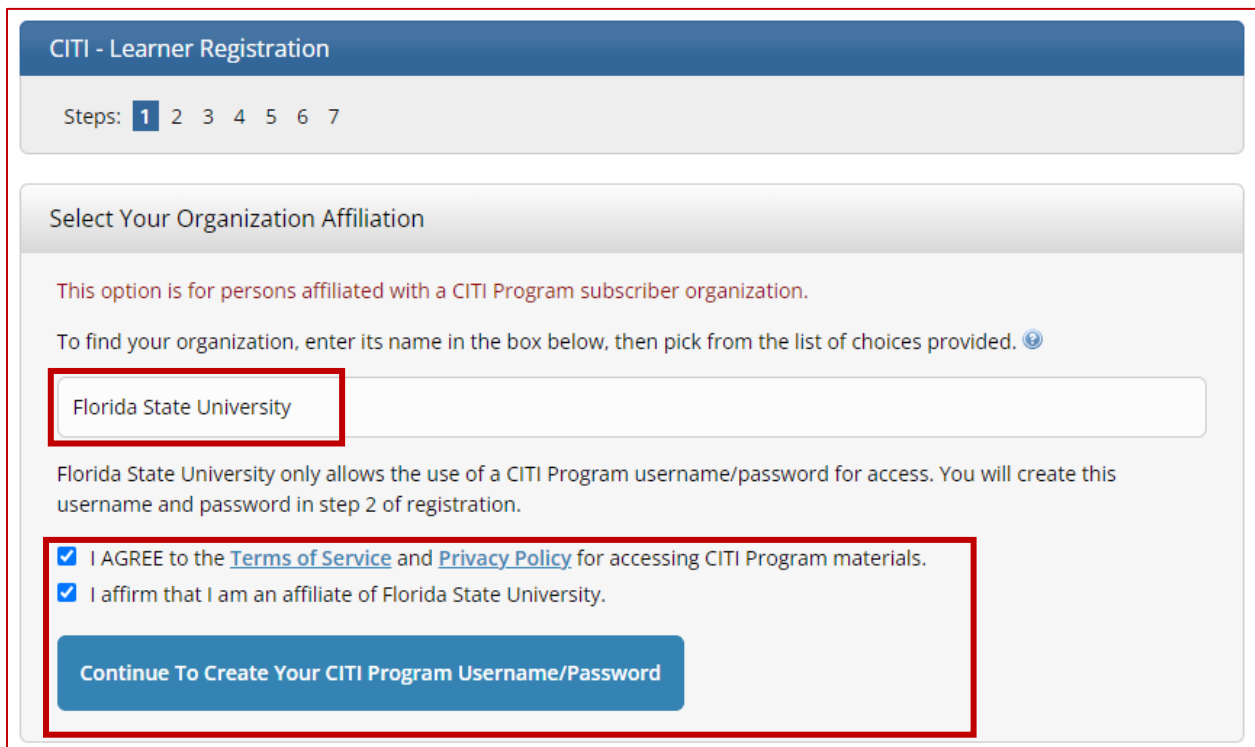


Registration

- Navigate to www.citiprogram.org.
- Click “Register” in the top right corner.



- **STEP 1:** Select **Florida State University** as your Organization Affiliation. Check the two boxes as shown below, then click Continue.



- **STEP 2:** Enter your personal information, then click Continue to Step 3.
- **STEP 3:** Enter your preferred username and password. Select a security question and enter the answer.



- **STEP 4:** Enter your country of residence, check the preferred contact box, then click Continue to Step 5.
- **STEP 5:** FSU does not pay for Continuing Education Credits; therefore, **answer NO** to the question about if you are interested in receiving Continuing Education Units. If you are interested in receiving CEU's, you must register as an independent learner and pay for the course personally. Click Continue to Step 6.
- **STEP 6:** Enter Institutional (FSU) email address, department, and role. All other fields are optional.
- **STEP 7:** Choose the curriculum that applies to your research. There are currently 15 questions regarding courses or webinars that are available to all learners at FSU. Most of the questions require an answer but a few do not. You may add courses or webinars at anytime.
- Click Finalize Registration, then Florida State University.
- Click 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](#).

Florida State University [View Courses](#)

- Begin taking any course that you signed up for during registration. Just click on the name of the course, read the course thoroughly, then take the quiz. An aggregate score of 80% for all assigned quizzes is required to complete the CITI training successfully and receive a certificate of completion. If you want to improve a score on a quiz, you may review the information again and repeat the quiz. Note that some of the questions may be different.

Log In to CITI Program

- Navigate to www.citiprogram.org and log in.



Add a New Course (including webinars)

- Navigate to www.citiprogram.org and log in. Click View Courses.

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](#).

Florida State University [View Courses](#)

- Under Learner Tools, click Add a Course. Note that there are other options available under Learner Tools.

Learner Tools for Florida State University

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

- Locate the course you want to register for. Remember, there are currently 15 questions regarding courses or webinars that are available to all learners at FSU. Most of the questions require an answer but a few do not.

Print Your Completion Certificate

- Navigate to www.citiprogram.org and log in. Click View Courses.

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](#).

Florida State University [View Courses](#)



- Under Completed Courses, click View – Print – Share Record.

Completed Courses [Learner Tools](#)

Florida State University
Essentials of Research Administration
Stage 1 - Basic Course
[Post-Course Survey](#) ⓘ
Passed 16-Jun-2022

[Review Course](#) [View - Print - Share Record](#)

- Under Completion Certificate, make your section to print your certificate.

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#) ⓘ

[Add to LinkedIn](#)

Required Human Subjects Research Training

For Human Subjects Research training requirements, please visit

<https://www.research.fsu.edu/research-offices/ohsp/investigator-resources/citi-training-requirements/>