CITI Course Login Instructions

COVID-19: Back to Campus (2020-2021) and Contact Tracing

- Remote Contact Tracing Basics for COVID-19
- Investigating and Tracing a Case’s Contacts
- Contact Tracing Ethics and Responsibilities

Course Description

CITI Program and the Association of American Medical Colleges (AAMC) have brought together recognized institutions to contribute and present materials in preparation for the return to campuses. This complimentary course provides an overview of COVID-19, prevention strategies, recommended laboratory practices, and points to consider as students, staff, and faculty move forward to a return to activities and operations within medical school and research institution settings. Supplemental modules focused on topics related to research with human subjects, animal care and use, and working with patients who may be infected or suspected with COVID-19 provide learners the option to review these topics if applicable to their current work or school setting.

How to Access the Course — Getting Registered

1. Go to the CITI Registration website at [http://www.citiprogram.org/](http://www.citiprogram.org/). Enter your CITI Username and Password. If have never completed a CITI course, please select “New User” and follow the directions for selecting a User ID, a password, and for completing the registration. If you already have a CITI account, please skip steps 2 and 3 and go to step 4.
2. Make sure you have selected Florida State University as the Participating Institution. **This is very important!** The CITI program will use this to notify us when you have completed a course. Next, you will need to set up a username and password, if you do not already have one.
3. Please retain your username and password for your records. Investigators, staff, and students will use the same one each time they log on to the CITI website.
4. NEXT, click on ‘Add a Course’.
5. Scroll down to Question 10 and select the applicable ‘COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing” course and click Submit.
6. An aggregate score of 80% for all assigned quizzes is required to complete the CITI training successfully. Any quiz may be re-taken to improve a poor score.
Confirmation of Registration with CITI

Once you have completed your registration and course selection CITI will email you a confirmation. You will be unable to complete the CITI course until you click on the link provided in the confirmation email from CITI.

Completing the Course

- Find the name of the course under “Florida State University Courses” on the Main Menu page. Click on the name of the course.
- You will see the list of Required Modules and Supplemental Modules module.
- The courses will not become active until you have completed the Integrity Assurance Statement.
- You do not need to complete all of the modules at once.
- Follow the directions as you proceed through the course.
- You must complete the exam with a minimum score of 80% for certification.
- FSU does not pay for CE Credits.

Contact

- Please contact the Director of Research Compliance Programs, Diana Key at (850) 644-8648, or dkey@fsu.edu