

How to Register, Create an Account, and take Pace University CITI Courses
-- Instructions for Researchers --

There are two ways to learn how to register, create an account, add curriculum, and complete a course on the Collaborative Institutional Training Initiative (CITI) Program on-line research training website:

Option 1: You may review these Pace University step-by-step instructions which explain what to do:

- **If you are registering to CITI for the first time:** Go to page 2 and follow Steps 1-9 on pages 2-11;
- **If you are already registered at the CITI Program website under Pace University:** Go to page 12, follow Steps 1-4, then go back to page 9 and follow the remaining steps from Step 7 on;
- **If you are already registered at CITI with an institution other than Pace University:** Go to page 13, follow Steps 1-5 on pages 13-14, then go back to page 9 and follow the remaining steps from Step 7 on.

Option 2: You may also view the CITI '[Updated Guide to Getting Started Video](#)' (last updated 15-Jun-21). CITI also has a text version of this content available: [Updated Guide to Getting Started](#) (last updated 24-Feb-21).

If you are registering to CITI for the first time:

- In your browser, search for the Collaborative Institutional Training Initiative (CITI) Program On-line research training website by entering “CITI Program” or go to <https://www.citiprogram.org>

- If you have never registered before (i.e., you do not have a CITI Program username), click the ‘Register’ button on the upper right-hand side of the webpage. (See Print Screen shot below of one of the pictures you might see on the ‘Home’ webpage).

- After clicking on the ‘Register’ button, a dynamic drop-down list will appear. Step 1 is, as follows:


Step 1: ‘Select Your Organizational Affiliation:’ The CITI webpage offers two options: You may create an account that is affiliated with a ‘CITI Program subscriber organization’ or an ‘Independent Learner Association’ account. *All researchers and investigators, regardless of their affiliation status with Pace University, should select the first option (i.e., ‘CITI Program subscriber organization’):*

- Under the heading ‘Select Your Organization Affiliation,’ do the following:
 - Type ‘Pace University’ in the box Select Your Organization Affiliation;’
 - Check the box ‘I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials;’
 - Check the box ‘I affirm that I am an affiliate of Pace University;’
 - Click on the ‘Register’ button ‘Continue to Create Your CITI Program Username/Password.’


A cautionary note: According to CITI’s ‘Terms of Service,’ “claiming an active affiliation with a Subscribing Institution to which one is not entitled may be considered fraud and will result in disabling of all account credentials.”

Step 2: ‘Personal Information:’

- Enter the required ‘Personal Information’ (i.e., First and last name, email address(es));
- Enter your Pace e-mail address, if you have one, otherwise enter your preferred email address;
- Click on the button ‘Continue to Step 3.’


English ▼

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

 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@citiipprogram.org.

CITI - Learner Registration - Pace University

Steps: 1 2 3 4 5 6 7

Personal Information

* Indicates a required field.

<p>* First Name</p> <input type="text" value="Pace"/>	<p>* Last Name</p> <input type="text" value="IRB"/>
<p>* Email Address</p> <input type="text" value="paceirb@pace.edu"/>	<p>* Verify email address</p> <input type="text" value="paceirb@pace.edu"/>

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.

<p>Secondary email address</p> <input type="text"/>	<p>Verify secondary email address</p> <input type="text"/>
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[Continue To Step 3](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

[Need Help? Support Center](#)

Step 3: Create a Username, Password, and Security Question and Answer:

- To create a username and password, follow the rules and instructions for creating your username and password listed on the webpage. (See Print Screen shot below);
- *A cautionary note: If there are any typographical errors in the Username, neither CITI Program, nor the Office of Research is able to change or correct it;*
- Create a security question and answer;
- Click on the button 'Continue to Step 4.'

Step 4: 'Learner Registration:' Complete by selecting the appropriate bubble for your answer,
then click on the button 'Continue to Step 5.'

Step 5: 'Continuing Education Unit (CEU) credit:' Answer the questions following 'Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program Courses?' by selecting choice most appropriate for you, then click the button 'Continue to Step 6.' (See Print Screen shot below):

- Selecting 'Yes' simply qualifies you to obtain and purchase CEU credits once you have completed a CEU-eligible course; It does not obligate you to purchase CEU credits;
- Selecting 'No' will deactivate the CEU functionality in CITI's system, so CEU credits will not be available for purchase once you have started a course;
- If, at a later date, you wish to change your preference to 'Yes,' you may do so by clicking on the 'CE/CMEs' tab at the top of your CITI webpage and changing your 'CE Credit Status' from 'No' to 'Yes.'

CITI - Learner Registration - Pace University

Steps: 1 2 3 4 **5** 6 7

* Indicates a required field.

*** 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 grad 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

Continue to Step 6

Step 6: Answer the questions below the header 'Please provide the following information requested by Pace University,' which include your language preference, institutional email address, etc.;

– Note: In answering the 'Your Role in Research' question, please choose one answer from the drop- down menu (shown in the Print Screen shot below) which best describes your field of research and/or research role (e.g., Principal Investigator, Co-Investigator, Research Assistant, Lab/Research Staff).

Step 7 - Select Curriculum:

Note: Pace University requires all investigators who will be conducting human subjects research to complete either one of the two following courses in human subjects training:

- **‘Biomedical Research:’** Choose this group to satisfy the training requirements for Investigators involved primarily in Biomedical research with human subjects; **or**
- **‘Social & Behavioral Research:’** Choose this group to satisfy training requirements for Investigators involved primarily in Social and Behavioral research with human subjects; **or**
- Select the course most appropriate for you, given your field of study or discipline, then complete the selection by going to the bottom of the ‘Courses’ page and clicking on the ‘Add a Course’ link within the gray box entitled ‘Learner Tools for Pace University.’ (See Print Screen shot below).

- The ‘Add a Course’ link will open to a page entitled ‘Select Curriculum Pace University.’ (See Print Screen Shot below). Select the most appropriate box, then click on the ‘Next’ button.

If you wish to take one of the two courses listed above:

- Answer ‘Question 1’ by checking the ‘Human Subjects Research (HSR)’ box, then click the ‘Next’ button;
- Answer ‘Question 2’ by checking the box that is the most appropriate learner group for you based on your role and the type of human subjects activities you will conduct. You will be enrolled in the ‘Basic Course’ for that group. (See print screen shot below);
- Click on the ‘Next’ button to complete enrollment in one of these two courses.

To select and add other courses to your profile, click the ‘Start Over’ button at the bottom of the page.

Step 8: How to Complete an Active Course:

- ‘Active Courses:’ You can see the active courses added to your profile listed under ‘Pace University.’ Locate the course you wish to complete and click on the ‘Continue Course’ button;
- ‘Assurance Statement:’ If this is the first time you are visiting this CITI webpage, click on and select ‘I AGREE to the above...,’ then click on the ‘Submit’ button. If you have already done this, skip this step;
- ‘CE Information:’ The CITI webpage states, “To continue on to the course, please read the following information.” You may choose one of two options on this page:
 - Option 1: If you do not wish to qualify for or purchase CE credits and units (CEUs) through the CITI Program, then bypass the CITI Program link with information about CEUs, and click on the ‘Continue to Course’ button at the bottom of the page;
 - Option 2: If you wish to qualify for or purchase CEUs through the CITI Program, click on the link for [Qualifying for and Purchasing CE Credits and Units](#) and read the article provided by the CITI Program Support Center on how to register your interest in CEUs, then follow the instructions.
- As soon as one module is completed, the next module will become available and the ‘Start’ button for that module becomes clickable;
- To complete and pass a course, you must achieve an average minimum passing grade on:
 - (1) the quizzes associated with Required modules set by Pace University; and
 - (2) the quizzes associated with the minimum number of Elective modules that Pace has specified, if any;
 - After making all your selections on a quiz and submitting it, you will receive feedback on each answer;
 - You may retake any quiz to get a better score, or just move on to read the next module. Your progress will be reflected as you complete the module quizzes;
- Note that for some courses Pace has specified a required minimum grade per quiz, in addition to the minimum average score for the quizzes overall. If set, you must also meet this requirement to pass;
- Pace may also include Supplemental (optional) modules with a course. These are entirely optional, and scores on the associated quizzes do not affect passing requirements. You may return to the course at a future time to review these modules if you prefer;
- When you meet the course passing requirements, you will be presented with a menu of options for what to do next.

Step 9: How to Share a Course Completion Document:

- CITI Program offers two kinds of documentation to reflect completion of a course: 'Completion Reports' and 'Completion Certificates.' Both are available from the 'Records' tab for courses completed under all institutional affiliations, or as an Independent Learner;
- 'Completion Reports' are "transcripts" that include all quiz scores. Part 1 shows scores at the time you completed and passed the course. Part 2 reflects any subsequent quiz attempts;
- 'Completion Certificates' are "diplomas" that do not include quiz scores. They are more suitable for sharing with the IRB, a colleague, or on sites like LinkedIn;
- Each 'Completion Report' and 'Completion Certificate' has a unique "verify" link that you can send to others to share your results (or use for online posting);
- As of 16-Aug-22, Pace will be going live with the Pace University Research Review System (PURRS) electronic platform. Once PURRS is on-line, it will no longer be necessary for you to upload a copy of a Report or Certificate to PURRS as part of an IRB application. PURRS will automatically send a copy of the 'Completion Report' to the Pace IRB Administrator via an automated data transfer.

Step 1: In your browser, search for the Collaborative Institutional Training Initiative (CITI) Program On- line research training website by entering 'CITI Program" or go to <https://www.citiprogram.org>.

— Click on the 'Log In' button at the top right-hand side of the webpage. (See Print Screen shot below of one of the pictures you might see on the 'Home' webpage).

Step 2: Log in to your existing CITI account with the username and password you previously registered with. This should take you to the 'Welcome' screen of your CITI account.

Step 3: Under Institution Courses, next to "Would you like to affiliate with another institution," click on 'Add An Affiliation.'

Step 4: Next to 'Pace University,' click on the 'View Courses' button. This will take you to the 'Show Courses for: Pace University' webpage that lists all Pace University active courses that you have added to your profile;

— If the course(s) you wish to take are listed here, no further action on your part is needed;

— If the course(s) you wish to take are not listed here, then scroll down to the 'Learner Tools for Pace University' section at the bottom of the page and click on 'Add a Course;'

— Skip to Step 7 (on page 9 above) and complete the remaining steps.

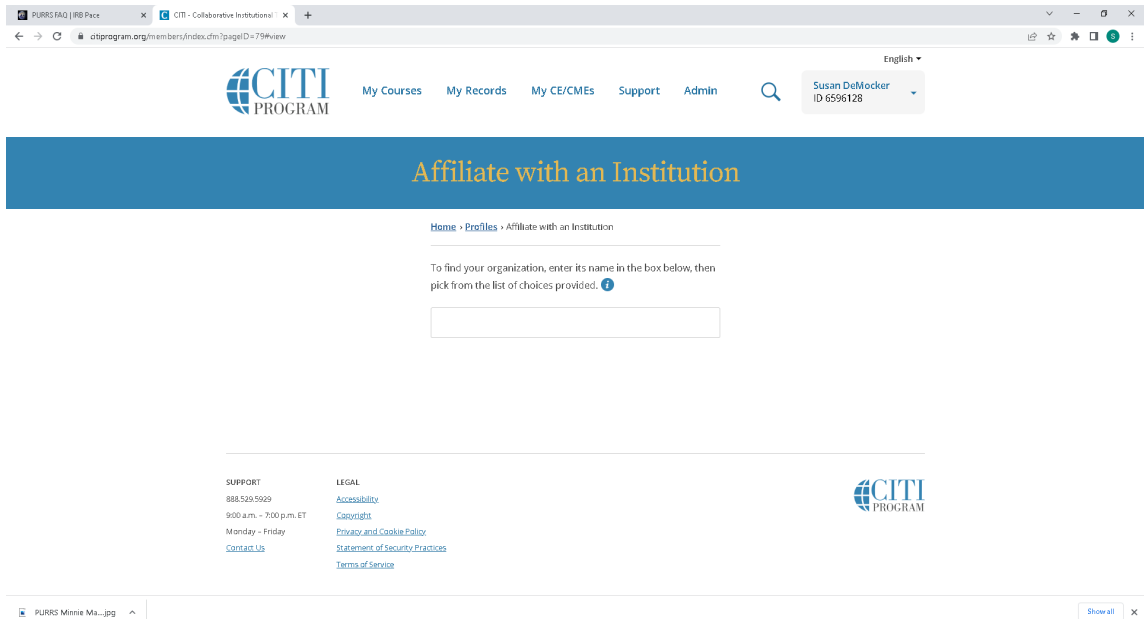
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— Click on the ‘Log In’ button at the top right-hand side of the webpage. (See Print Screen shot below of one of the pictures you might see on the ‘Home’ webpage).

Step 2: Log in to your existing CITI account with the username and password you previously registered with. This should take you to the ‘Welcome’ screen of your CITI account.

Step 3: On the ‘Welcome’ page, there are two different places where you can click on a link that will allow you to add an institutional affiliation:

- Under the ‘Welcome’ banner, there is a link ‘Add Institutional Affiliation;’ OR
- Under the header “Institution Courses,” it states,
“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](#). “click on the link “add an affiliation.”

Step 4: For adding an affiliation: On the ‘Affiliate with an Institution’ page, in the text box under ‘To find your organization, enter its name in the box below,’ then pick from the list of choices provided, type in the word ‘Pace’ then select ‘Pace University’ from the drop-down menu. You need to agree to the terms of service to continue, so click on the check box next to ‘I AGREE to the Terms of Service.’ Next, you need to affirm your affiliation with our institution, so click on the check box next to “I affirm that I am an affiliate of Pace University.” Click on the ‘Continue’ button.



Step 5: Next to 'Pace University,' click on the 'View Courses' button. This will take you to the 'Show Courses for: Pace University' webpage that lists all Pace University active courses that you have added to your profile;

- If the course(s) you wish to take are listed here, no further action on your part is needed;
- If the course(s) you wish to take are not listed here, then scroll down to the 'Learner Tools for Pace University' section at the bottom of the page and click on 'Add a Course;'
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