Logging In

There are two ways to log in to CITI Program's Learning Management System (LMS):
(1) "CITI Program credentials"; or
(2) <mark>your organization's "Single Sign On (SSO) credentials."</mark> <mark>BayCare does not use Single Sign On</mark>

If you are new to CITI Program, and your organization does not use Single Sign On (SSO), you will need to REGISTER (create) a new account, which will include creating a CITI username and password.

*If you have already created an account with a CITI Program username and password, click on the LOG IN tab and enter your credentials.

Go to https://www.citiprogram.org/login, click on the REGISTER tab.

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

Select Your Organization Affiliation: Enter BayCare Health System

PROGRAM

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration

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

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⍉

BayCare Health System

BayCare Health System only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of BayCare Health System.

Continue To Create Your CITI Program Username/Password

—— or ——

Please fill out the Personal Information Fields

CITI - Learner Registration - BayCare Health System

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

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.

Secondary email address

Verify secondary email address

Continue To Step 3

If you are a BayCare employee and have been issued a BayCare issued email address please use that address in order for your completion records to integrate with our eIRB database iMedris.

To assist us in record keeping all users must use the BayCare IRB email address as your secondary email address IRB.BCHS@baycare.org.

If you don't have a BayCare email address please email a copy of your completion records to the IRB office.

Create your Username and Password

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Continue To Step 4

CITI - Learner Registration - BayCare Health System

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

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

Continue To Step 5

CITI - Learner Registration - BayCare Health System

* 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 grade book page.

○ No

*If you select YES please be aware that any additional course outside the BayCare Health System IRB requirements will be at your own cost.

Answer Questions 1-5 then hit submit

Please provide the following information requested by BayCare Health System

* indicates a required field.

Language Preference

[▾]

* Institutional Email Address

[   ]

Gender

[▾]

Highest Degree

[▾]

Employee Number

[   ]

* Department

[   ]

* Role In Research

[▾]

Address Field 1

[   ]

Address Field 2

[   ]

Address Field 3

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

| Username | Forgot? |

| Password | Forgot? |

Log In

Need Help? Support Center

Courses   Records   CEUs   Support   🔍

Welcome, Sample
Add Institutional Affiliation
Purchase Independent Learner 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**.

BayCare Health System

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Select Curriculum

Question 1

Human Subjects Research
Please choose one learner group below based on your role and the type of human subjects activities you will conduct. Researchers should select Biomedical.

- ⦿ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

- ○ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

- ○ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

- ○ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

- ○ Not at this time.

Question 2

IRB Chair
Please make your selection below if you wish to be enrolled in the IRB Chair course.
Only to be selected by IRB Chair

- ☐ IRB Chair

☐   Not at this time.

Question 3

Please select the Good Clinical Practice course that you will like to review.
This question is required. Choose all that apply.

☐   Good Clinical Practice Course, US FDA Focus

☐   Good Clinical Practice Course for Clinical Trials Involving Medical Devices (international focus).

☐   Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)

☐   Not at this time.

Question 4

Responsible Conduct of Research
Please make your selection below to receive the course in the Responsible Conduct of Research.

○   RCR Basic Course

○   Not at this time.

Question 5

Would you like to take the Conflicts of Interest course?
This question is required. Choose YES

○   Yes

○   No

[Submit]

Sharing Your Course Completions----

CITI Program offers two kinds of documentation to reflect a course completion: 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 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).

For some institutions, a copy of the Completion Report will be automatically sent to an administrator via email, or provided in an automated data transfer. However, this is not always the case, so you may need to use the **View-Print-Share** or **Share Link** buttons to send a copy of a Report or Certificate to your administrator.