

Biosafety Training Instructions

1. Go to www.citiprogram.org. From the homepage you will find the log in box to the right of the screen.
2. Log in with your existing CITI Program username and password.
If you have forgotten your username or password you can retrieve them through the "Forgot Username or Password" link.
3. If you are new to CITI, click 'register' to create a new account. When completing your registration profile, be sure to affiliate with **Oklahoma State University Center for Health Sciences**. For further guidance on completing your registration profile, go [here](#).

The screenshot shows the CITI Program homepage. At the top left is the CITI PROGRAM logo. To the right are navigation links: Subscriptions, Courses, Resources, Support, and a search icon. Further right are 'Register' and 'Log In' buttons. Below the navigation is a large banner for 'New Human Subjects Research (HSR) Content' with the subtitle 'Updated content reflects the latest thinking on informed consent.' and a 'View Courses' link. A horizontal menu below the banner includes 'What's New', 'CE Certified Courses', 'Featured Course', and 'Independent Learners'. The background of the banner features a large crowd of people.

4. Under the Main Menu Tab, click on “Add a Course or Update Learner Groups.”

The screenshot shows the user interface of the CITI Program. At the top is the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar contains the text 'wrong course'. Below the logo is a 'Main Menu' with links: Main Menu, My Profiles, CE Credit Status, My Reports, and Support. The 'Main Menu' is expanded to show 'DEMO Courses'. Below this is a table with columns: Course, Status, Completion Report, and Survey. The table contains one row: DEMO - Basic Biomedical (Biomed) Modules, Not Started, N/A. Below the table is a section titled 'My Learner Tools for DEMO' with a list of links: Add a Course or Update Learner Groups (highlighted with a red box), View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. At the bottom is a link: Click here to affiliate with another Institution.

Course	Status	Completion Report	Survey
DEMO - Basic Biomedical (Biomed) Modules	Not Started	N/A	

5. On the next page, you are presented with several questions to answer to identify which courses are most applicable to your role. The last question focuses on your role in biosafety.
 - If you are a student or staff, please select “Initial Biosafety training”
 - If you are a faculty member, please select “Initial Principal Investigator training for faculty”
 - Institutional Biosafety Committee Member training is for IBC members only

Then, click “submit” at the bottom of the page

6. After you make your course selections, you will be brought to the Main Menu. Click on the blue bar for your Oklahoma State University Center for Health Sciences courses. You should then see your Course list, as well as your Learner Tools for the institution.

Click on the title of the course to be brought to the module list for the course. Review the requirements of your course, then proceed to **Complete the Integrity Assurance Statement**.

The screenshot shows the CITI PROGRAM interface for the course "DEMO - Basic Biomedical (Biomed) Modules - Basic Modules". The header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar is visible in the top right corner. Below the header, there is a navigation menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". The main content area displays the course title and requirements:

- To pass this course you must:
 - Complete all 27 elective modules
 - Achieve an average score of 80% on all quizzes for the above

Your Current Score is **0%**. Below this, it states "You have unfinished modules remaining" and a red-bordered box highlights the link "Complete The Integrity Assurance Statement before beginning the course".

Below the requirements, there is a table titled "Elective Modules" with the following data:

	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	incomplete	0/0 (0%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)

After agreeing to the Integrity Assurance Statement, the first module will become available to enter.

Required Modules will become available as you complete them in the order presented.

Elective Modules (if applicable) would become available all at once and may be taken in any order.

Complete the required modules and any associated quizzes. Once you complete the course, you are able to save your CITI completion report as a Microsoft Word document or a PDF file. Print your completion report and keep a copy for your records. Also, forward a copy to your supervisor/mentor.

80% is a passing score. **Refresher biosafety training will be required every 3 years.**

FAQs

Can I complete a CITI Program course in multiple sessions?

Once you have logged out of the system, your completed module will be saved and you can return to the same place in the course when you choose to return to it. This way you will be able to complete an entire course in a series of sessions.

CITI Program Browsers Versions & Requirements [here](#)

Who do I contact for technical support?

For technical support related to the CITI program, you can call the support center at (888) 529-5929 or e-mail them at citisupport@med.miami.edu.

Their support desk is open from 8:30am to 7:30pm EST Monday through Friday. They are closed on all U.S. Federal Holidays.