



The University of Vermont

RESEARCH PROTECTIONS OFFICE

CITI Program Training



"Log In Through My Institution"
with a UVM Net ID or Register

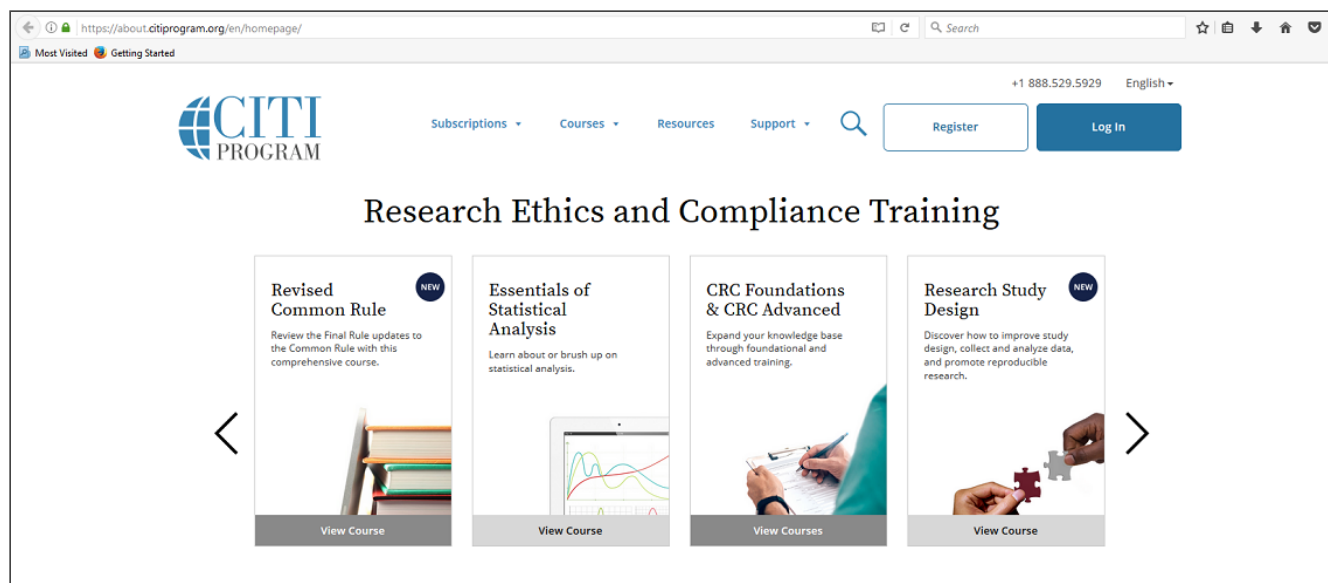
The UVM Research Protections Office is partnering with the Collaborative Institutional Training Initiative (CITI) Program to provide training to our research community. Every three years, all personnel still listed on an active protocol are required to retake the training.

Step 1: How to Access CITI

I WOULD LIKE TO USE MY UVM NET ID

All UVM students, faculty and staff are issued a UVM Net ID, but there are many UVMCMC (non-UVM) research key personnel who do not have a UVM Net ID. A UVM Net ID can be issued to UVMCMC personnel to access the CITI Program Training. Processing time can take 1-2 business days. [Learn more about obtaining a UVM Net ID.](#)

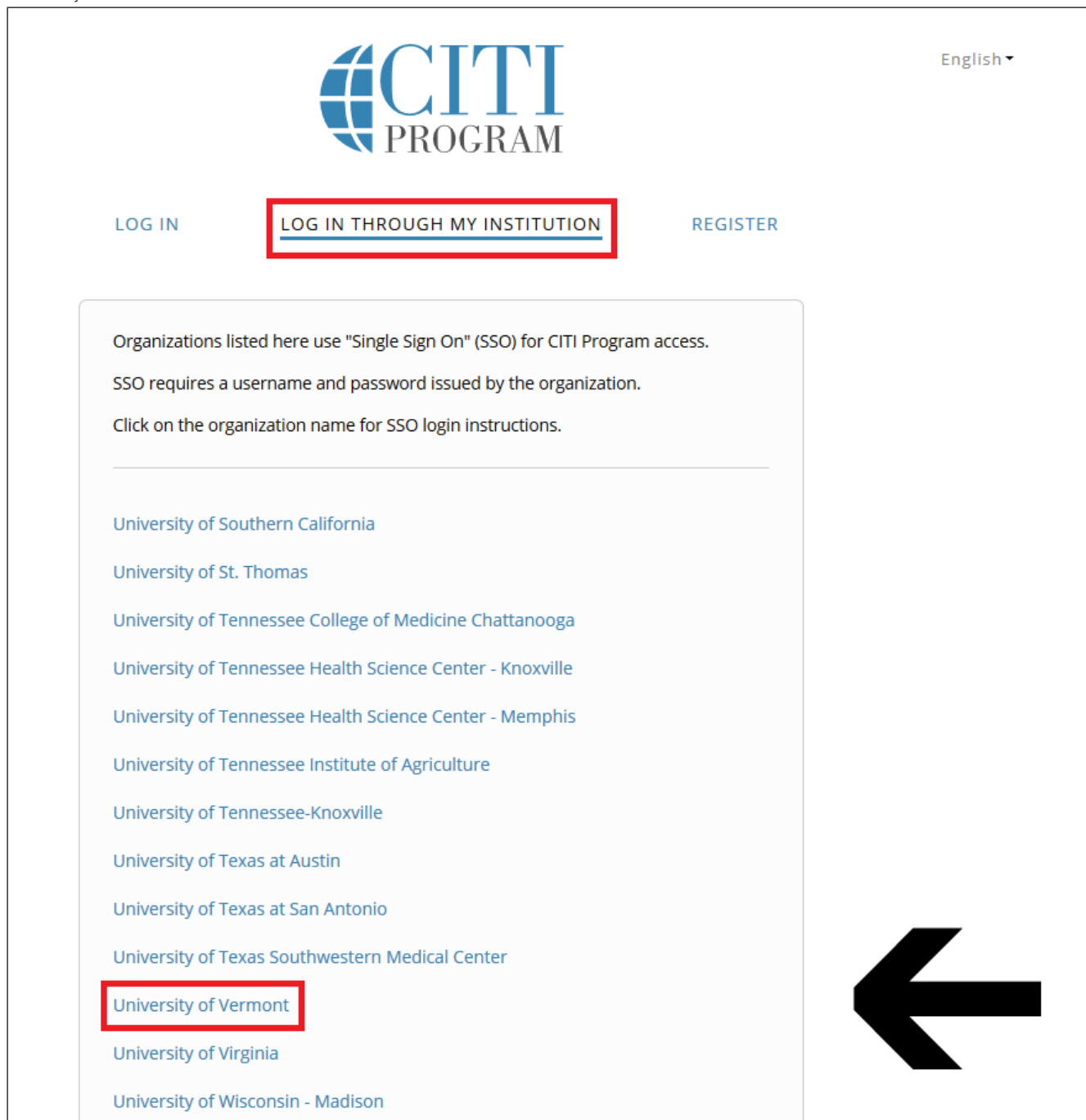
1. Once you have an active UVM Net ID, then you may open the browser and go to the [CITI Login Page \(opens in a new window\)](#).



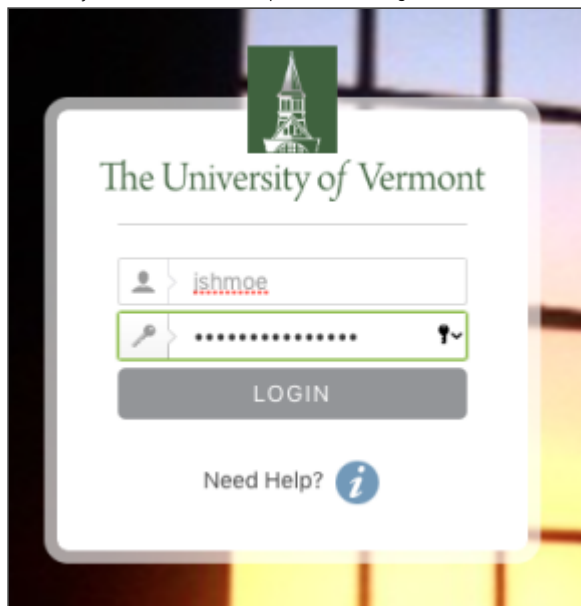
2. Click **"Log In"** which is located at the top right of the CITI page.



3. Then, click **"Log In Through My Institution"** to view the organizations listed to use "Single Sign On" (SSO) for CITI Program access, scroll down to click on "University of Vermont"...



- and use your UVM Net ID and password to sign in.



- If you receive an error message at sign in, then please refer to instructions on

How to make sure you have a UVM Net ID

OR

How to create a separate account through CITI (Register).

4. If you haven't associated your UVM account with CITI, you will be prompted to choose whether you already have a CITI Program account or if you don't have a CITI Program account.

Associate your SSO account with a CITI Program account

Please choose an option:

☐ I already have a CITI Program account.

☒ I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

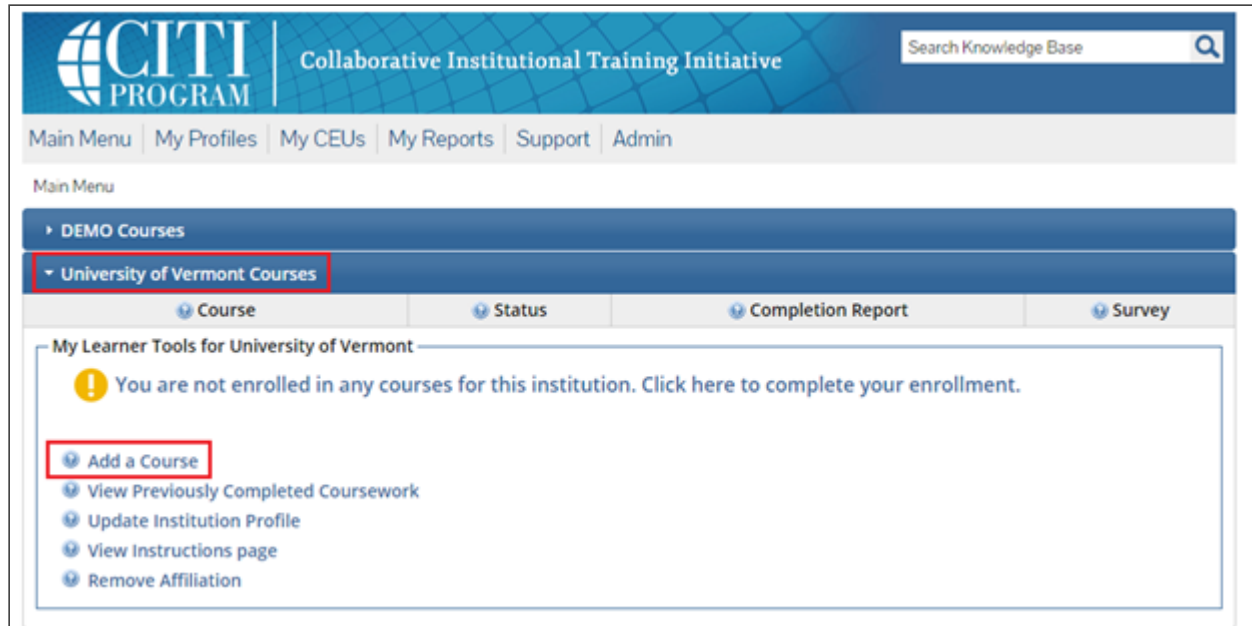
By clicking the link below, you will create a new CITI Program account.

! This may take up to 1 minute. Please do not click more than once.

[Click here to create a new CITI Program account.](#)

- If you have set up a CITI account in the past, choose the first option "I already have a CITI Program account" and follow the instructions to link your UVM account.
- Otherwise, choose the second option and select "I don't have a CITI Program account and I need to create one."
- If you do not receive these prompts, then proceed to step 5.

5. From the Main Menu, select "University of Vermont Courses." Then, select "Add a Course."




- Note: Following this step, please proceed to the [course specific instructions below for IRB, IACUC and IBC.](#)

I WOULD LIKE TO REGISTER

This allows UVM affiliates to access the CITI training on the same day without a UVM Net ID.

- Go to the main [CITI Login Page \(opens in a new window\)](#) and click the "Register" button at the top right of the page.

English ▾

[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. ⓘ

University of Vermont

University of Vermont (SSO)

or

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

- Step 1: Select Your Organization Affiliation - "University of Vermont".
 - Agree to Terms of Service
 - Affirm that you are a UVM affiliate
 - Select "Continue To Create Your CITI Program Username/Password"

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. ⓘ

University of Vermont

University of Vermont allows the use of a CITI Program username/password or Single Sign On (SSO) for access.

Single Sign On (SSO) requires a username and password issued by University of Vermont.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of University of Vermont.

[Continue To Create Your CITI Program Username/Password](#)

or

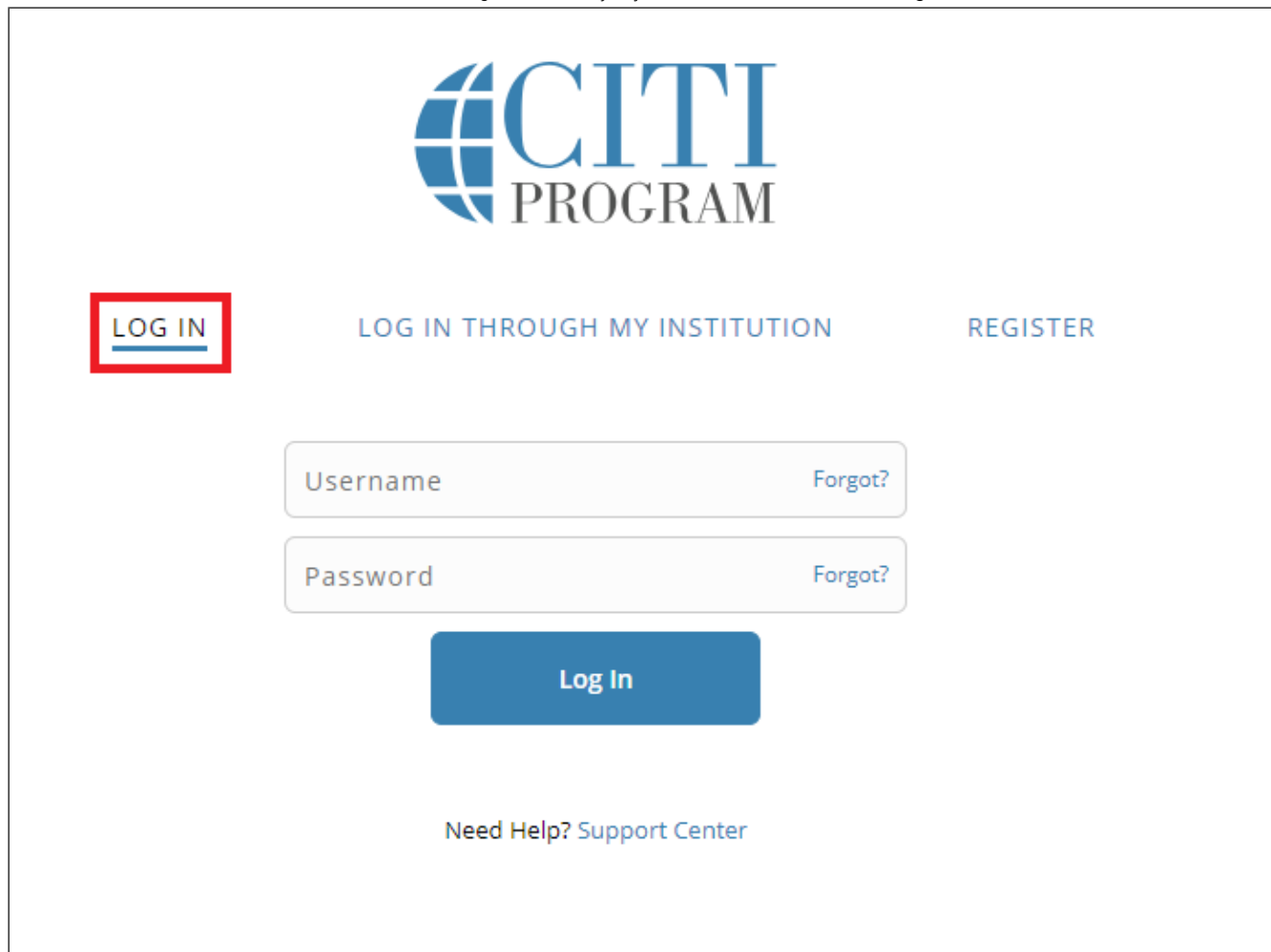
[Continue To SSO Login / Instructions](#)

- Complete the Remaining Registration Steps 2 -7.
- Note: Step 5 will ask about receiving Continuing Education Unit credits. Please check "No" to this option and complete the remaining registration steps.

1. Once you Register through CITI, then you may open the browser and go to the [CITI Login Page \(opens in a new window\)](#).

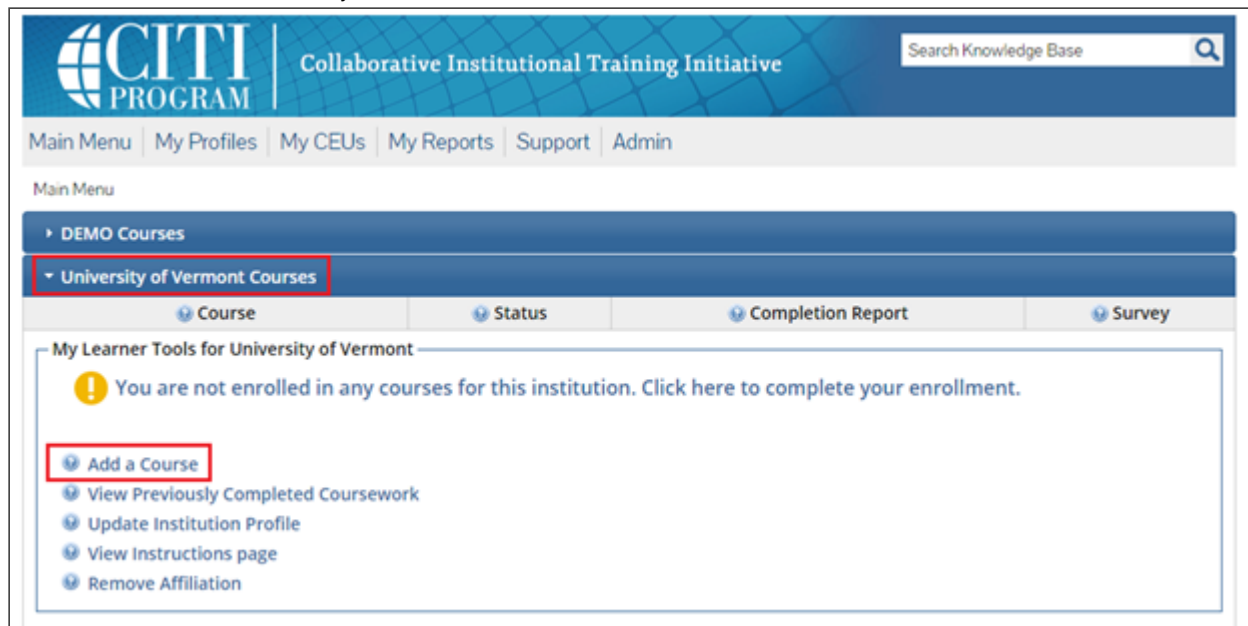
2. Click "Log In" which is located at the top right of the CITI page.

3. Then, enter the Username and Password for the CITI Program account you just created and click the blue "Log In" button.



The image shows the CITI PROGRAM login page. At the top center is the CITI PROGRAM logo. Below the logo are three links: "LOG IN" (highlighted with a red box), "LOG IN THROUGH MY INSTITUTION", and "REGISTER". Below these links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. Below the input fields is a blue "Log In" button. At the bottom center is a link: "Need Help? Support Center".

4. From the Main Menu, select "University of Vermont Courses." Then, select "Add a Course."



The image shows the CITI PROGRAM Main Menu. At the top is the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". To the right is a search bar labeled "Search Knowledge Base". Below the header is a navigation bar with links: "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin". Below the navigation bar is the "Main Menu" section. It contains two expandable menus: "DEMO Courses" and "University of Vermont Courses" (highlighted with a red box). Below "University of Vermont Courses" are four tabs: "Course", "Status", "Completion Report", and "Survey". Below the tabs is a section titled "My Learner Tools for University of Vermont". It contains a message: "You are not enrolled in any courses for this institution. Click here to complete your enrollment." Below the message is a list of links: "Add a Course" (highlighted with a red box), "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation".

* Note: Following this step, please proceed to the course specific instructions below for IRB, IACUC and IBC.

Step 2: How to Add a Course

Human Subjects Training (IRB) ^

After selecting "Add a Course" from the CITI Main Menu, follow the table and written instructions below to add the appropriate IRB course(s):

SELECT CURRICULUM - UNIVERSITY OF VERMONT

University of Vermont - CITI Program course(s)	Notes
IRB - Human Subjects	<p>Take one of the following to meet the training requirements for Human Subjects Research:</p> <p>-Medical researchers should take Biomedical Research</p> <p>-Social or Behavioral researchers should take Social Behavioral Education Sciences</p>

1. Check "IRB – Human Subjects" if you are a PI or Research Personnel and click Next.

- Note: The following individuals will need to complete both the "IRB - Human Subjects" and "GCP - Good Clinical Practice" training through CITI:
 - Principal Investigators or Key Personnel on a Clinical Trial involving Human Subjects
 - All Personnel Affiliated with the **UVM Larner College of Medicine**

2. Select one option and click Next. Either the "**Biomedical Research**" or "**Social Behavioral Education Sciences**" option will fulfill the UVM Human Subjects training requirement.

- If you are a medical researcher, please click the Biomedical Research button.
- If you are a social or behavioral researcher, please click the Social Behavioral Education Sciences button.
- If the IRB has specifically notified you to take additional education modules, please click the Other human subjects courses button.

3. Select the additional course(s) that may be relevant to you and click Next.

- Note: **You may leave the additional course options unchecked if none apply and simply click "Next" to continue.**
- The "Research Involving Prisoners" course is required for all personnel conducting research that primarily studies a prisoner population.
- The "Additional Consent Training" is optional.
- The "Research Involving Prisoners" and "Additional Consent Training" alone **Do Not** meet all the requirements for human subjects research. You will still need to complete either the "Biomedical Research" or "Social Behavioral Education Sciences" course.

4. Then, choose the "Good Clinical Practice" course if on a Clinical Trial or a UVM Larner College of Medicine Affiliate and click Next.

- **Note:** When you select the "Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)" this is the same as "GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)" and the course does include the Biologics component.

5. The course(s) will now be added to your UVM course listing! Click on the newly added course within "University of Vermont Courses" to begin the training.

6. Complete the Integrity Assurance Statement and then begin working through the course modules.

- **Note:** You only need to take the modules listed under "Required Modules" to complete the course and that supplemental modules may be available to you as a member of the UVM research community.

Required Modules	Date Completed	Score
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
UVM and UVM Medical Center Human Subjects Research Local Content (ID: 17355)	10/16/16	3/3 (100%)

7. A record of the training completion can be found on our [IRB Tutorial Completion page](#).

- Make sure you completed the appropriate course. See the Human Subjects Training section of our [Frequently Asked Questions](#) page for further details.
- The completion list updates every morning, so if you just completed the course today, please wait a day to find your name in the dropdown.

Good Clinical Practice Training (GCP) ^

After selecting "Add a Course" from the CITI Main Menu, follow the table and written instructions below to add the appropriate course:

SELECT CURRICULUM - UNIVERSITY OF VERMONT

University of Vermont - CITI Program course(s)	Notes
GCP - Good Clinical Practice	<p>Take one of the following if on a Clinical Trial or a <u>UVM Larner College of Medicine Affiliate</u>:</p> <p>U.S. FDA Focus</p> <p>-GCP for Clinical Trials with Investigational Drugs and Medical Devices -GCP FDA Refresher (The refresher should be taken every 3 years subsequent to the completion of the course above)</p> <p>OR</p> <p>ICH Focus - applicable to those engaged in international research</p> <p>-GCP for Clinical Trials with Investigational Drugs and Biologics -GCP ICH Refresher (The refresher should be taken every 3 years subsequent to the completion of the course above)</p> <p>OR</p> <p>Social and Behavioral Research</p> <p>-GCP – Social and Behavioral Research Best Practices for Clinical Research</p>

1. Check "IRB – Human Subjects" and "GCP – Good Clinical Practice" if you are a PI or Research Personnel on a Clinical Trial involving Human Subjects or a UVM Larner College of Medicine Affiliate. All those affiliated with the UVM Larner College of Medicine are required to complete GCP training **regardless** of whether the research project fits the NIH clinical trial definition.

Select Curriculum - University of Vermont (ID: 1356)

* Indicates a required field.

* Please select which University of Vermont - CITI Program course(s) you would like to take from the list below. [Click on the link](#)

☒ IRB - Human Subjects

☐ IACUC - Lab Animals

☐ IBC - Biosafety

☒ GCP - Good Clinical Practice

☐ RCR - Responsible Conduct of Research

☐ US Export Control Regulations

☐ Conflicts of Interest

Next Start Over

2. Select one option and click Next. Either the **"Biomedical Research"** or **"Social Behavioral Education Sciences"** option will fulfill the UVM Human Subjects training requirement.

- If you are a medical researcher, please click the Biomedical Research button.
- If you are a social or behavioral researcher, please click the Social Behavioral Education Sciences button.
- If the IRB has specifically notified you to take additional education modules, please click the Other human subjects courses button.

Select Curriculum - University of Vermont (ID: 1356)

* Indicates a required field.

* If you are a medical researcher, please click the Biomedical Research button. If you are a social or behavioral researcher, please click the Social Behavioral Education Sciences button.

If the IRB has specifically notified you to take additional education modules, please click the Other human subjects courses button. [Click on the link](#)

☒ Biomedical Research

☐ Social Behavioral Education Sciences

☐ Other human subjects courses

Next Start Over

3. Select the additional course(s) that may be relevant to you and click Next.

- **Note:** You may leave the additional course options unchecked if none apply and simply click "Next" to continue.

- The "Research Involving Prisoners" course is required for all personnel conducting research that primarily studies a prisoner population.
- The "Additional Consent Training" is optional.
- The "Research Involving Prisoners" and "Additional Consent Training" alone **Do Not** meet all the requirements for human subjects research. You will still need to complete either the "Biomedical Research" or "Social Behavioral Education Sciences" course.

4. Then, choose one "Good Clinical Practice" course if on a Clinical Trial or a UVM Larner College of Medicine Affiliate and click Next.

- Note: When you select the "Good Clinical Practice Course for Clinical Trials Involving Investigational Drugs (ICH / international focus)" this is the same as "GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)" and the course does include the Biologics component.

5. The course(s) will now be added to your UVM course listing! Click on the newly added course within "University of Vermont Courses" to begin the training.

6. Complete the Integrity Assurance Statement and then begin working through the course modules.

- Note: You only need to take the modules listed under "Required Modules" to complete the course and that supplemental modules may be available to you as a member of the UVM research community.

Required Modules	Date Completed	Score
History and Ethical Principles - SBE (ID: 490)	Incomplete	0/0 (0%)
Defining Research with Human Subjects - SBE (ID: 491)	Incomplete	0/0 (0%)
The Federal Regulations - SBE (ID: 502)	Incomplete	0/0 (0%)
Informed Consent - SBE (ID: 504)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 51)	Incomplete	0/0 (0%)
UVM and UVM Medical Center Human Subjects Research Local Content (ID: 17555)	10/14/18	3/3 (100%)

7. A record of the training completion can be found on our [IRB Tutorial Completion page](#)

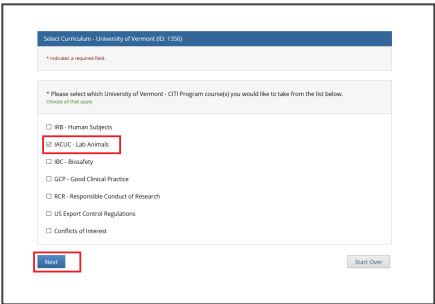
- Make sure you completed the appropriate course. See the Good Clinical Practice Training section of our [Frequently Asked Questions](#) page for further details.
- The completion list updates every morning, so if you just completed the course today, please wait a day to find your name in the dropdown.

Laboratory Animals Training (IACUC) ^

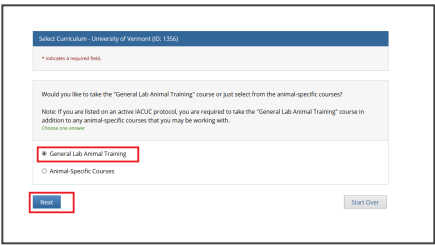
After selecting "Add a Course" from the CITI Main Menu, follow the table and written instructions below to add the appropriate IACUC course(s):

SELECT CURRICULUM - UNIVERSITY OF VERMONT	
University of Vermont - CITI Program course(s)	Notes
IACUC - Lab Animals	<p>CITI Requirements:</p> <p>-Take the General Lab Animal Training course in addition to any Animal-Specific Courses (Amphibians, Cattle, Fish, etc.)</p> <hr/> <p>Occupational Health and Safety Program for Employees Working with Animals:</p> <p>-All personnel working with animals are required to complete a <u>baseline risk assessment form</u> prior to working with animals. Subsequent health reviews are required annually.</p>

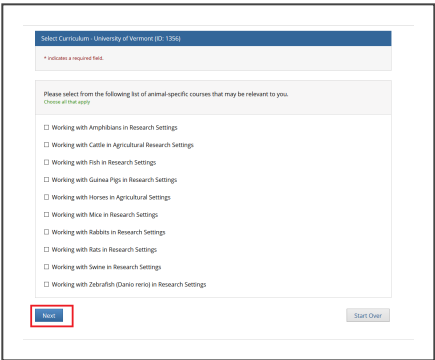
1. Check "IACUC - Lab Animals" if you are PI or Research Personnel and click Next.



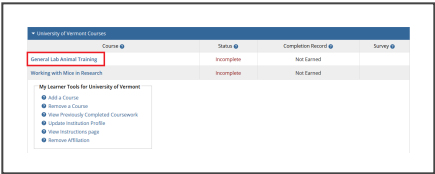
2. Choose the "General Lab Animal Training" option and click Next.



3. Select from the list of "Animal-Specific Courses" that may be relevant to you and click Next.

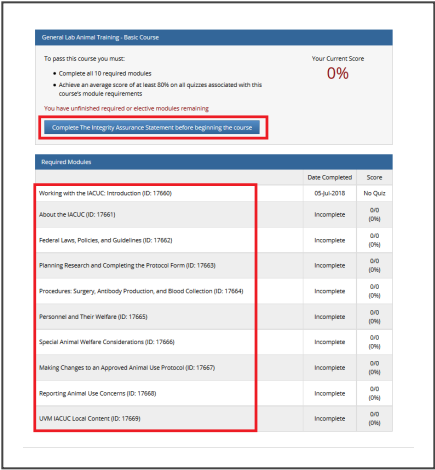


4. The course(s) will now be added to your UVM course listing! Click on the newly added course within "University of Vermont Courses" to begin the training.



5. Complete the Integrity Assurance Statement and then begin working through the course modules.

- Note: You only need to take the modules listed under "Required Modules" to complete the course and that supplemental modules may be available to you as a member of the UVM research community.



6. A record of the training completion can be found on our [IACUC Tutorial Completion page \(requires UVM Net ID login\)](#).

- Make sure you completed the appropriate course. See the Laboratory Animals Training section of our [Frequently Asked Questions](#) page for further details.
- The completion list updates every morning, so if you just completed the course today, please wait a day to find your name in the dropdown.

Biosafety Research Training (IBC) ^

After selecting "Add a Course" from the CITI Main Menu, follow the table and written instructions below to add the appropriate IBC course(s):

SELECT CURRICULUM - UNIVERSITY OF VERMONT	
University of Vermont - CITI Program course(s)	Notes

University of Vermont - CITI Program course(s)	Notes
IBC - Biosafety	<p>CITI Requirements:</p> <p>-Depending on the level of containment, you will need to complete either the BSL-1 or BSL-2 Basic Course. The BSL-2 Basic Course meets all requirements for BSL-1 related work.</p> <p>AND other CITI course(s) if applicable:</p> <p>-OSHA Bloodborne Pathogens (check with EHS at safety@uvm.edu to see if this is required)</p> <p>-Animal Biosafety</p> <p>-Select Agents/DURC</p> <p>-Nanotechnology</p> <hr/> <p>Environmental Health and Safety (EHS) Requirements:</p> <p><u>The BSL-2 classroom training titled "Biosafety for BSL-2 Laboratories"</u> is required for all new personnel requesting to be listed on protocols that are BSL-2 containment. The classroom training needs to be updated every three years through EHS.</p>

1. Check "IBC - Biosafety" if you are PI or Research Personnel and click Next.

2. "Do you want to take the **BSL-1** or **BSL-2 Basic Course**?"
Choose the applicable option and click Next.

3. "Are you currently or do you anticipate conducting research that includes exposure to bloodborne pathogens?"
Answer as applicable and click Next.

4. "Are you currently or do you anticipate conducting research that uses Select Agents?"

Answer as applicable and click Next.

5. "Are you currently or do you anticipate conducting IBC research that includes animal research?"

Answer as applicable and click Next. If you check "Yes", then the **"Animal Biosafety"** course will be added to your UVM course listing.

6. "Are you currently or do you anticipate conducting research that uses nanotechnology?"

Answer as applicable and click Next.

7. The course(s) will now be added to your UVM course listing! Click on the newly added course within "University of Vermont Courses" to begin the training.

8. Complete the Integrity Assurance Statement and then begin working through the course modules.

- Note: You only need to take the modules listed under "Required Modules" to complete the course and that supplemental modules may be available to you as a member of the UVM research community.

Required Modules	Date Completed	Score
Animal Biosafety (ID: 13654)	Incomplete	0/0 (0%)

9. A record of the training completion can be found on our [IBC Tutorial Completion Page](#).

- Make sure you completed the appropriate course. See the Biosafety Research Training section of our [Frequently Asked Questions](#) page for further details.
- The completion list updates every morning, so if you just completed the course today, please wait a day to find your name in the dropdown.

Step 3: Find Course Completions

A certificate of completion can be obtained from your CITI main menu at any time.

Additionally, you may go to our completion pages to view the list of people who have completed the required training.

[IRB](#) | [IACUC](#) | [IBC](#)

Troubleshooting

Make sure you have a UVM Net ID

If you don't have an active UVM Net ID, you may complete the [Request for UVM Net ID form \(DOC\)](#) and submit it to RPO.

Single Sign On or SSO for CITI Program access requires a username and password issued by University of Vermont.

- The UVM Network ID should be 8 characters or less.

The UVM NetID: Your Online Identity

What is a NetID?

Your UVM NetID (or **Network ID**) is your personal online identity for all things UVM. Your NetID can be up to eight characters long and is usually some combination of your first (and perhaps middle) initial and last name. In cases where many people have similar names and initials, NetIDs may also include a number. Some examples of possible NetIDs are:

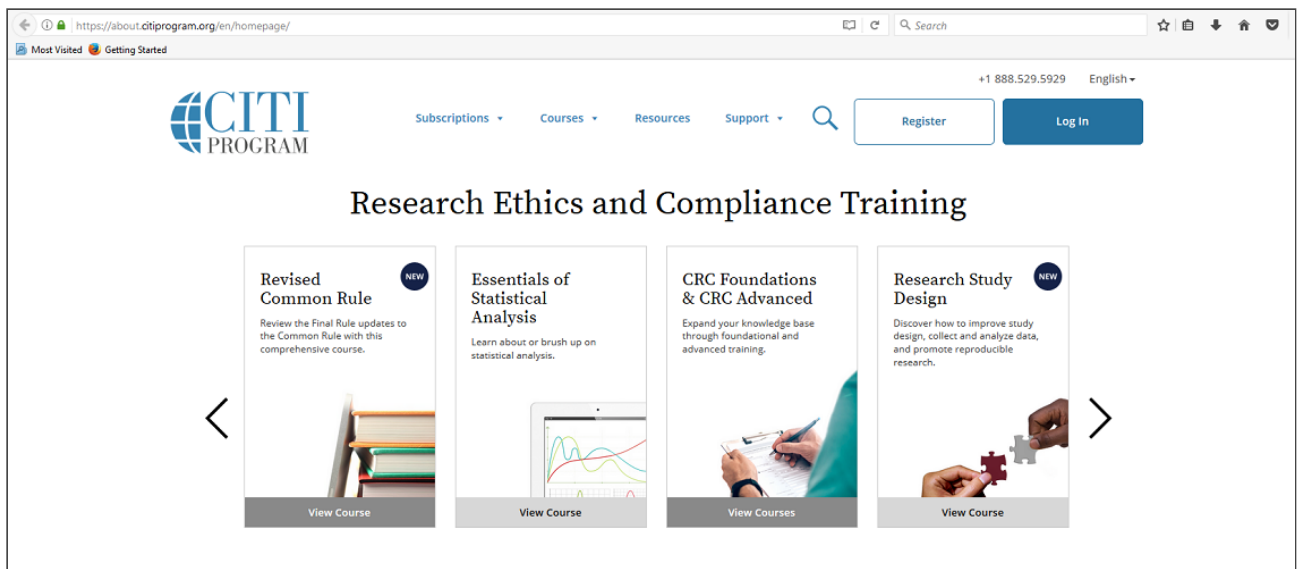
<u>Name</u>	<u>NetID</u>
Myron J. Kapoodle	mkapoodl
Marcie J. Kapoodle	mjkapood
Mark J. Kapoodle	mkapood1

Students, faculty or staff affiliated with the [School of Business Administration](#), [College of Medicine](#), or [College of Engineering and Mathematical Sciences](#) may also have additional network accounts specific to those programs.

- If you haven't updated your password in the past year, you may need to go to [UVM's Account Management page \(opens in a new window\)](#) to change your Net ID password or reset a forgotten password.

Associate your UVM Net ID with CITI

- Once you have an active UVM Net ID, then you may open the browser and go to the [CITI Login Page \(opens in a new window\)](#).



- Click **"Log In"** which is located at the top right of the CITI page.



- Then, click **"Log In Through My Institution"** to view the organizations listed to use "Single Sign On" (SSO) for CITI Program access, scroll down to click on "University of Vermont"...



English ▼

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

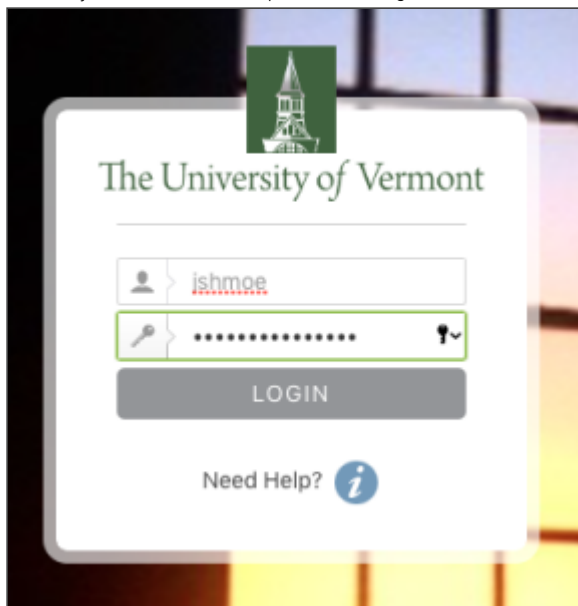
Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

Click on the organization name for SSO login instructions.

[University of Southern California](#)[University of St. Thomas](#)[University of Tennessee College of Medicine Chattanooga](#)[University of Tennessee Health Science Center - Knoxville](#)[University of Tennessee Health Science Center - Memphis](#)[University of Tennessee Institute of Agriculture](#)[University of Tennessee-Knoxville](#)[University of Texas at Austin](#)[University of Texas at San Antonio](#)[University of Texas Southwestern Medical Center](#)[University of Vermont](#)[University of Virginia](#)[University of Wisconsin - Madison](#)

- and use your UVM Net ID and password to sign in.



- If you haven't associated your UVM account with CITI, you will be prompted to choose whether you already have a CITI Program account or if you don't have a CITI Program account.

Associate your SSO account with a CITI Program account

Please choose an option:

☐ I already have a CITI Program account.

☒ I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

By clicking the link below, you will create a new CITI Program account.

! This may take up to 1 minute. Please do not click more than once.

[Click here to create a new CITI Program account.](#)

- If you have set up a CITI account in the past, choose the first option **"I already have a CITI Program account"** and follow the instructions to link your UVM account.
- Otherwise, choose the second option and select **"I don't have a CITI Program account and I need to create one."**
- If you do not receive these prompts, then please contact the Research Protections Office at 802-656-5040.

Create a separate account through CITI (Register)

This allows UVM affiliates to access the CITI training without a UVM Net ID.

- Go to the main [CITI Login Page \(opens in a new window\)](#) and click the "Register" button at the top right of the page.

English ▾

[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. ⓘ

university of ver

University of Vermont
 University of Vermont (SSO)

or

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

- Step 1: Select Your Organization Affiliation - "University of Vermont".
 - Agree to Terms of Service
 - Affirm that you are a UVM affiliate
 - Select "Continue To Create Your CITI Program Username/Password"

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. ⓘ

University of Vermont

University of Vermont allows the use of a CITI Program username/password or Single Sign On (SSO) for access.

Single Sign On (SSO) requires a username and password issued by University of Vermont.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of University of Vermont.

[Continue To Create Your CITI Program Username/Password](#)

or

[Continue To SSO Login / Instructions](#)

- Complete the Remaining Registration Steps 2 -7.

- Note: Step 5 will ask about receiving Continuing Education Unit credits. Please check "No" to this option and complete the remaining registration steps.

Merge two CITI Program accounts

Please contact [CITI Support](#) to merge duplicate accounts. You may also visit the [CITI Program Support Center \(opens in a new window\)](#) for assistance.

FREQUENTLY ASKED QUESTIONS

Contact Us

213 Waterman Building
Hours: 8:00 AM - 4:30 PM
Monday - Friday
Telephone: 802-656-5040
Email: rpo@uvm.edu

Obtaining a UVM Net ID

A UVM Net ID can be issued to non-UVM personnel to access CITI.

Request for UVM Net ID form (DOC)

1-2 business day processing time

Add or Change your Affiliated Institution

If personnel have completed CITI at another institution, they can associate that training with UVM.

Follow the [CITI instructions to affiliate with an institution](#).

Update your Preferred or Secondary Email Address

Anyone with a CITI Program account can update the preferred or secondary email address in order to receive the training reminders.

Follow the [CITI instructions to update profile information](#).

[ACRONYM LIST](#)

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