Instructions to Open/Access a Duke Medicine-affiliated CITI account

New User Account Registration: Go to www.citiprogram.org and Click on the “Register” button located in the blue login box to the right of the homepage. (Go to Step 1)

Have a CITI account: Login to CITI, from the ‘Main Menu’, click on:

If you have forgotten your username or password, click “Forgot username or password” and follow instructions. – Do not create a new account in CITI because the previous modules you completed will not link to your new account.
Step 1: Chose “Duke Medicine” institution from the search box.

Click: Continue to Step 2.

Step 2: Enter your first and last name along with your email address. Please enter your name here as you would like it appear on your completion report.

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.

Continue to Step 3
Secondary email address is not required; however it is encouraged. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

**Step 3:** Choose a username, password, and security question. It is recommended to use your Net Id as your username. Note: Passwords are case sensitive.

### CITI - Learner Registration - Duke Medicine

| Steps: 1 2 3 4 5 6 7 |

#### Create your Username and Password

- **User Name**

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.

- **Password**

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

- **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 **
Step 4: The demographic information requested is strictly voluntary.

### Citi - Learner Registration - Duke Medicine

Steps: 1 2 3 4 5 6 7

**Gender, Ethnicity and Race**

- Why does CITI Program ask about your gender, race and ethnicity? [help]
- Why does CITI Program use these categories? [help]
- Why does CITI Program ask about your gender? [help]

* Indicates a required field.

**Your Gender Is:**

- Male
- Female
- I would rather not disclose

**Your Ethnicity Is: (You may choose only one)**

- Hispanic or Latino [help]
- Not Hispanic or Latino
- I would rather not disclose

**Your Race Is: (You may choose more than one)**

- American Indian or Alaska Native [help]
- Black or African American [help]
- Asian
- Native Hawaiian or Other Pacific Islander [help]
- White [help]
- I would rather not disclose

[Continue to Step 5]
Step 5: <Optional> if you wish to seek CEU credits, you will need to fill out the information below and **any cost associated is your responsibility.** DOCR will not be providing educational credits through a centralized portal within Duke Medicine.

### CITI - Learner Registration - Duke Medicine

Steps:  1  2  3  4  5  6  7

* indicates a required field.

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**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 most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

Please register your interest for CE credits below by checking the “YES” or “NO” box, 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.

- **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.

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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**
- **Nurses - ANCC CNE**
- **Other Participants - Certificates of Participation**
- **Psychologists - APA Credits**
- **Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling**

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**Can CITI Program contact you at a later date regarding participation in research surveys?**

- **Yes**
- **No**
- **Not sure. Ask me later**

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[Continue to] Step 6
Step 6: These fields are Duke specific. Please fill out all required fields noted with a red *. Please ensure your DUKE ID is entered correctly as Duke uses this to upload your CITI completion record and it must match your Duke record.
Step 7: Please read each question in this section carefully to ensure you are enrolled in the correct course.

Click ‘Yes’ to ‘I conduct research with human subjects’. Click Next

<table>
<thead>
<tr>
<th>C1T1 - Learner Registration</th>
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<tbody>
<tr>
<td>Steps: 1 2 3 4 5 6 7</td>
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* Indicates a required field.

* Please choose one learner group below 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.

Do you conduct research with human subjects?

Choose one answer

- Yes - I conduct research with human subjects or I am required to take the Biomedical basic course.
- No - I do not conduct research with human subjects.

Next

➢ Choose correct answer to ‘Do you conduct research involving children. Click Next
➢ Answer whether or not you would like to take the OPTIONAL GCP Course. (Most Answer ‘No’ to this) Click Next
➢ Click ‘No’ to ‘Are you an IRB Administrator or an IRB Member?’ Click Next

Your registration with Duke Medicine is complete, click on Finalize Registration.
The following will display. Click on ‘Duke Medicine Courses’

Main Menu

- Your registration has been completed successfully.
- Duke Medicine Courses
- Click here to affiliate with another institution

Click on ‘Biomedical Research – Basic/Refresher’ course title

Main Menu

- Your registration has been completed successfully.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Research - Basic/Refresher</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
</tbody>
</table>

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

- Click here to affiliate with another institution
Please complete “The Integrity Assurance Statement” presented at the top and click Submit. Modules are not available until this is completed and submitted.

Complete all (8) required modules. Score of 80% is needed to be successful. (Quiz may be retaken) You do not have to complete all modules at one sitting – you can return and finish them at a later time.