

## Greater Cincinnati Academic and Regional Health Centers (GCARHC) CITI Registration and Affiliation Guide

The University of Cincinnati (UC), in agreement with other area institutions, uses the common GCARHC CITI training curriculum. Each individual must either create a new CITI account or affiliate an existing CITI account with GCARHC, then answer a questionnaire to assign required courses on the basis of the nature of your involvement in animal research.

- **New CITI users**, continue reading for registration and GCARHC questionnaire instructions.
- **Existing CITI users**, skip to [Page 6](#) for affiliation and GCARHC questionnaire instructions.

### Create a CITI Account (Learner Registration)

1. Navigate to <http://www.citiprogram.org> in your preferred web browser and click the **Register** button in the top right corner of the website. If at any time your browser window is not sufficiently wide, you will need to click the 3-line symbol (☰) in the top left corner to expand the website menu.
2. You may change your preferred language at any time using the drop down menu in the top right corner. *Not all courses are available in all languages.*
3. Enter **Greater Cincinnati Academic and Regional Health Centers** as your organization. *Ignore the Independent Learner Registration option.*
4. Review the Terms of Service and Privacy Policy, select both checkboxes, and then click the **Continue to Create your CITI Program Username/Password** button.

The screenshot displays the CITI Program website interface for learner registration. At the top, the CITI PROGRAM logo is centered, and a language dropdown menu in the top right corner is set to 'English'. Navigation links for 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' are visible. The main content area is titled 'CITI - Learner Registration' and includes a progress bar with 7 steps, where step 1 is the current step. The current step is 'Select Your Organization Affiliation'. Below this, there is a text input field containing 'Greater Cincinnati Academic and Regional Health Centers'. A message states: 'Greater Cincinnati Academic and Regional Health Centers only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' Two checkboxes are checked and highlighted with a red box: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Greater Cincinnati Academic and Regional Health Centers.' At the bottom, there is a blue button labeled 'Continue To Create Your CITI Program Username/Password'.

5. Complete all required fields on the **Personal Information** screen. Use your UC email as primary and a personal email as secondary. If you do not have a UC email, use a personal email as primary. You can update your profile later, when you receive a UC email account. Click the **Continue to Step 3** button.

CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers

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

6. Complete all required fields on the **Create Your Username and Password** screen. Click the **Continue to Step 4** button.

CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers

Steps: 1 2 3 4 5 6 7

Create your Username and Password

\* indicates a required field.

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

7. Enter **United States** as the country of residence, and then click the **Continue to Step 5** button.

CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers

Steps: 1 2 3 4 5 6 7

\* Indicates a required field.

\* 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

8. The Continuing Education Unit (CEU) and Contact Subscription page allows the option of receiving CEU credits for completing CITI Program courses. CITI will charge for these credits; UC is not responsible/liable for payment. Mark **No** unless you are personally willing to pay for the credits.
9. CITI allows the option of being contacted for research surveys or marketing information. Answer **Yes** or **No** based on your preference.

CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers

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 grade 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

\* Can CITI Program contact you at a later date with marketing information? 🗨

Yes

No

Continue To Step 6

10. Complete all required fields on the institutional information page and click the **Continue to Step 7** button to finish registration and begin affiliation.

- a. **Employee Number:** the 8-digit M# located on the front of your UC ID badge.
- b. **Primary Institution:** select **University of Cincinnati**

CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers

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

Please provide the following information requested by Greater Cincinnati Academic and Regional Health Centers

\* indicates a required field.

Language Preference  
English ▾

\* Institutional Email Address  
doejn@ucmail.uc.edu

Gender  
▾

\* Highest Degree  
BA, BS or BSN ▾

\* Employee Number  
M12345678

Department  
▾

\* What Is Your Role In Research?  
Research Assistant ▾

Address Field 1  
▾

Address Field 2  
▾

City  
▾

State  
▾

Zip/Postal Code  
▾

Country  
▾

\* Office Phone  
513-558-1234

Home Phone  
▾

\* Primary Institution  
 University of Cincinnati  
 Cincinnati Children's Hospital Medical Center  
 University Hospital  
 Cincinnati Veterans Affairs Medical Center  
 Christ Hospital  
 Tri-Health  
 Other

**Continue To Step 7**

11. The last account registration page asks for confirmation that you are either employed by or researching at one of many local institutions (including UC). Select **Yes**, then press the **Next** button.

Skip to **Page 8** for instructions on how to complete the questionnaire.

CITI - Learner Registration

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) **7**

\* indicates a required field.

\* The following is a series of questions regarding the types of research that you are involved with as investigator or as a member of the research team. These questions enable your CITI training curriculum to be tailored to your individual needs. Please answer the questions appropriately as to the nature of the research studies that you are involved with, regardless of your role on the research team.

This training is for members of the Greater Cincinnati Academic and Regional Health Centers (involving research conducted at, through, or in sites affiliated with the University of Cincinnati, Cincinnati Children's, UC Health, Christ Hospital, Tri-Health, or the Cincinnati Veterans Affairs Medical Center. Note: This also includes members of the community that are involved with research conducted by any of the institutions listed here).

Are you primarily employed (paid by) OR are you involved in the conduct of research occurring at any of the following institutions:

1. University of Cincinnati
2. Cincinnati Veteran's Affairs Medical Center
3. UC Health
4. Cincinnati Children's

Choose one answer

Yes

No

Next

## Affiliating Your CITI Account with GCARHC

12. Navigate to <http://www.citiprogram.org> in your preferred web browser and click the **Log In** button in the top right corner of the website. If at any time your browser window is not sufficiently wide, you will need to click the 3-line symbol (☰) in the top left corner to expand the website menu.
13. You may change your preferred language at any using the drop down menu in the top right corner. *Not all courses are available in all languages.*
14. Look for **Greater Cincinnati Academic and Regional Health Centers** listed under **Institutional Courses**. *Ignore the Independent Learner Registration option.*
  - a. If you are already affiliated with GCARHC, it will be displayed. Click the **View Courses** button to see assigned trainings. If your screen says, "You are not enrolled in any courses for this institution", press the **Add a Course** button and **skip to Page 8** for instructions on completing the questionnaire.



**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](#).

Greater Cincinnati Academic and Regional Health Centers **View Courses**

Would you like to affiliate with another Institution? **Add Affiliation**

Would you like to remove an existing affiliation? **Remove Affiliation**



**Greater Cincinnati Academic and Regional Health Centers**

 You are not enrolled in any courses for this institution. **Add a Course**

- b. If you are not affiliated with GCARHC, click the **Add An Affiliation** button to continue the affiliation process.



**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](#).

**Add An Affiliation**

15. On the **Affiliate with an Institution** page, enter **Greater Cincinnati Academic and Regional Health Centers** as your organization. Review the Terms of Service, select both checkboxes, and then click the **Continue** button.

**Affiliate with an Institution**  
Greater Cincinnati Academic and Regional Health Centers

[Home](#) > [Profiles](#) > Affiliate with an Institution

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

Greater Cincinnati Academic and Regional Health Centers

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

I affirm that I am an affiliate of Greater Cincinnati Academic and Regional Health Centers. **i**

**Continue**

16. Complete all required fields on the institutional information page and click the **Next** button to finish affiliation and begin the questionnaire.

- Employee Number:** the 8-digit M# located on the front of your UC ID badge.
- Primary Institution:** select **University of Cincinnati**

**i** Please provide the following information requested by Greater Cincinnati Academic and Regional Health Centers.  
Fields marked with an asterisk (\*) are required.

Language Preference  
English

Institutional email address \*  
doejn@ucmail.uc.edu

Gender ... Highest degree \*  
BA, BS or BSN

Employee Number \*  
M12345678

Department

What is your role in research? \*  
Research Assistant

Address Field 1

Address Field 2

City State

Zip/Postal Code Country

Office Phone \* Home Phone  
513-558-1234

Primary Institution \*  
 University of Cincinnati  
 Cincinnati Children's Hospital Medical Center  
 University Hospital  
 Cincinnati Veterans Affairs Medical Center  
 Christ Hospital  
 Tri-Health  
 Other

**Next**

## Completing the GCARHC Questionnaire to Add UC Required Courses

CITI will customize your curriculum through a questionnaire regarding the nature of your involvement in animal research. Questions are identical and asked in the same order whether you are new to CITI or an existing CITI user. *Your screen visual may differ from the provided images, but the materials and order are the same.*

17. The first question asks if you are actively or planning on participating in research with human subjects, overseen by the UC Institutional Review Board (IRB). At this time, UC is not using CITI for IRB training. Select **No** and click **Next**.

\* Are you currently included (or planned to be included) as part of the study team on a protocol that will be submitted to any Institutional Review Board (IRB)?

Choose one answer

Yes

No

Next

18. The next question asks if you are participating in laboratory-based research at Cincinnati Children's. For training purposes, select **No** and click **Next**.

\* Are you at Cincinnati Children's AND involved in laboratory-based research?

Choose one answer

Yes

No

Next

19. The next question asks if you are participating in laboratory animal research. Select the **Yes, at UC or UC Affiliates** option and click **Next**.

\* Do you conduct studies that utilize lab animals at Cincinnati Children's, UC or UC Affiliates? (If UNSURE, select No.)

Choose one answer

Yes, at Cincinnati Children's

Yes, at UC or UC Affiliates

Yes, at Cincinnati Children's AND UC/UC Affiliates

No lab animal research involvement.

Next



20. The next question asks which species you will be working with. Select all species listed on the IACUC protocol(s) under which you will be conducting research. *If you are unsure how to answer, ask your Principal Investigator for guidance.* Click **Next**.

- a. The **Fish (UC only)** option should be selected by UC researchers working with any type of fish (including zebrafish).

\* Indicate for which animals you would like to receive training:

Choose all that apply

- Mice
- Frogs, Toads, Amphibians
- Rats
- Swine
- Hamsters
- Gerbils
- Guinea Pigs
- Rabbits
- Cats
- Non-human primates
- Zebrafish (CCHMC only)
- Reptiles (UC only)
- Dogs (UC only)
- Ferrets (UC only)
- Fish (UC only)
- None of the above.

Next

21. The next question asks if you need to complete export training. UC researchers are not required to complete this. Select **No** and click **Next**.

\* Are you involved in research at UC or UC Health and need to complete Export training?  
(Note: if UNSURE OR if you do not know what export control is, please mark "No".)

Choose one answer

- Yes
- No

Next

22. The next question asks if you are required to complete training for Responsible Conduct of Researchers (RCR). UC researchers are not required to complete this. Select **No** and click **Next**.

\* Are you required to complete Responsible Conduct of Researchers (RCR) training to satisfy the requirements of the National Science Foundation and/or the NIH?

If you are working at Christ Hospital, Tri-Health, or another regional institution OR if you are UNSURE how to answer, please indicate "No".

Choose one answer

- Yes
- No

Next

23. The next question asks if you are you a voting member of the Institutional Review Board (IRB). For training purposes, select **No** and click **Next**.

\* Are you a voting member for an Institutional Review Board (IRB) associated with UC or CCHMC? (If UNSURE, indicate "No". Note: submitting research TO an IRB is not the same as being a member of an IRB.)

Choose one answer

Yes

No

Next

24. The questionnaire is now complete, and your required courses are assigned.

- a. If you are a new CITI user, your screen will display a welcome message. Click the **Finalize Registration** button to finalize and view your course list.

CITI - Learner Registration

Welcome to the CITI Program. Your registration with Greater Cincinnati Academic and Regional Health Centers is complete.

Finalize Registration

- b. If you are an existing CITI user, your screen will update to display an enrollment confirmation message and display your assigned courses.

✔ You are now enrolled in the course(s) you selected.

Show Courses for: Greater Cincinnati Academic and Regional Health Centers

Institution List

Greater Cincinnati Academic and Regional Health Centers

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Greater Cincinnati Academic and Regional Health Centers

Working with the IACUC

Stage 1 - Lab Animal Research

0 / 9 modules completed

Start Now

Each assigned course listed under the Greater Cincinnati Academic and Regional Health Centers institution are categorized into *Active Courses*, *Courses Ready to Begin*, and *Complete Courses*.

- **Active Courses:** partially completed courses that you are in the process of finishing.
- **Courses Ready to Begin:** incomplete, assigned courses that you have not started.
- **Completed Courses:** completed courses (you have passed the course quiz). Review course content and materials at any time by selecting the **Review Course** button.

Greater Cincinnati Academic and Regional Health Centers

**Active Courses** [Learner Tools](#)  
You have no active courses for this Institution.

**Courses Ready to Begin** [Learner Tools](#)  
You have no courses ready to begin for this Institution.

**Completed Courses** [Learner Tools](#)

Greater Cincinnati Academic and Regional Health Centers  
**Working with the IACUC**  
Stage 1 - Lab Animal Research  
[Post-Course Survey](#) ⓘ  
Passed 15-Jul-2019

[Review Course](#) [View - Print - Share Record](#)

## Understanding Institutional Learner Tools

- **Add a Course:** This will take you back through the questions about your research involvement to determine whether additional courses must be assigned.
- **Remove a Course:** This tool will remove a course requirement (e.g. course was added in error or is no longer needed for the type of research you are performing). *Any courses you have successfully completed will remain in your course completion history regardless of whether it is on your Main Menu.*
- **Viewing Previously Completed Coursework:** Review a comprehensive list of all completed coursework, or review the content of previously completed courses.
- **Update Institution Profile:** Update your user information, including primary email account and password.

**Learner Tools for Greater Cincinnati Academic and Regional Health Centers**

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

### If you need assistance with the UC CITI training process:

- email [AnimalTraining@uc.edu](mailto:AnimalTraining@uc.edu)
- call LAMS training coordinator - 558-6073
- call IACUC Office - 558-5106 or 558-5187