

Setting up a Collaborative Institutional Training Initiative (CITI) account for Georgia Tech users

Georgia Institute of Technology

March 2020



Subscriptions • Courses • Resources • Support •





Register


Log In




Research Ethics and Compliance Training

Revised Common Rule NEW
Review the Final Rule updates to the Common Rule with this comprehensive course.

View Course

Essentials of Statistical Analysis
Learn about or brush up on statistical analysis.

View Courses

CRC Foundations & CRC Advanced
Expand your knowledge base through foundational and advanced training.

View Courses

Research Study Design NEW
Discover how to improve study design, collect and analyze data, and promote reproducible research.

View Course

Register to take courses developed by experts

If you are not affiliated with a subscribing organization, you can register as an independent learner.

GET STARTED NOW

1. All Georgia Tech users (new and returning) should click “Log In.”

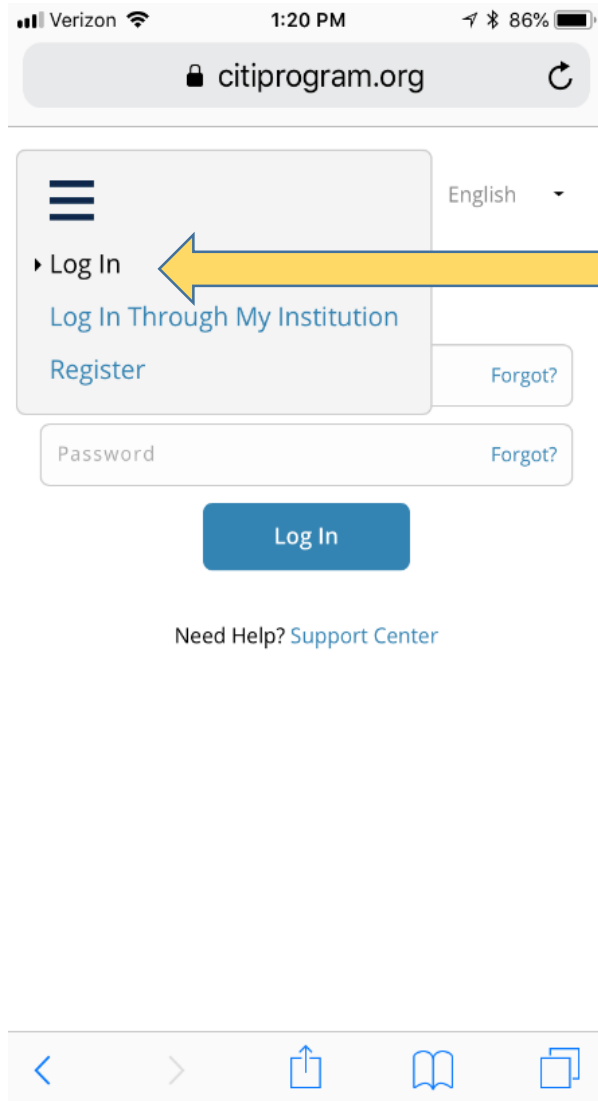
Non-GT users (community members of the board, collaborators): See separate instructions on the Research Integrity Assurance webpage at <https://oria.gatech.edu/irb-required-training>



1a. If you are using a mobile device, you will need to select the three menu bars on the left side of the screen.

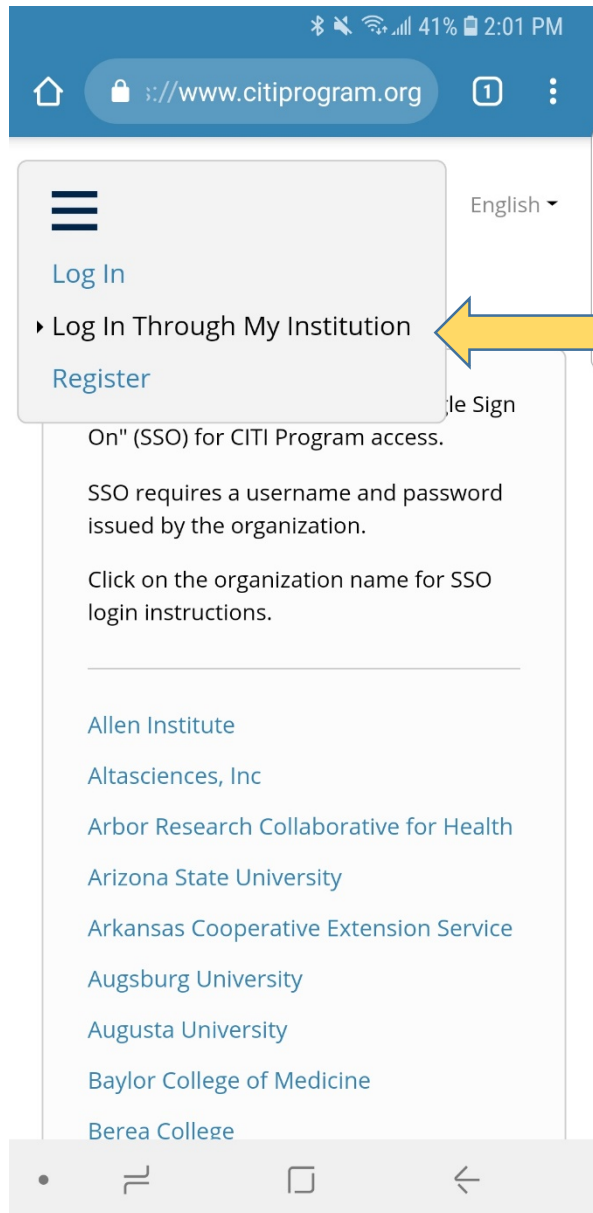
If not using a mobile device, then please skip to step 2.

Non-GT users (community members of the board, collaborators): See separate instructions on the Research Integrity Assurance webpage at <https://oria.gatech.edu/irb-required-training>



1b. All GT users using a mobile device then need to select “Log In.”

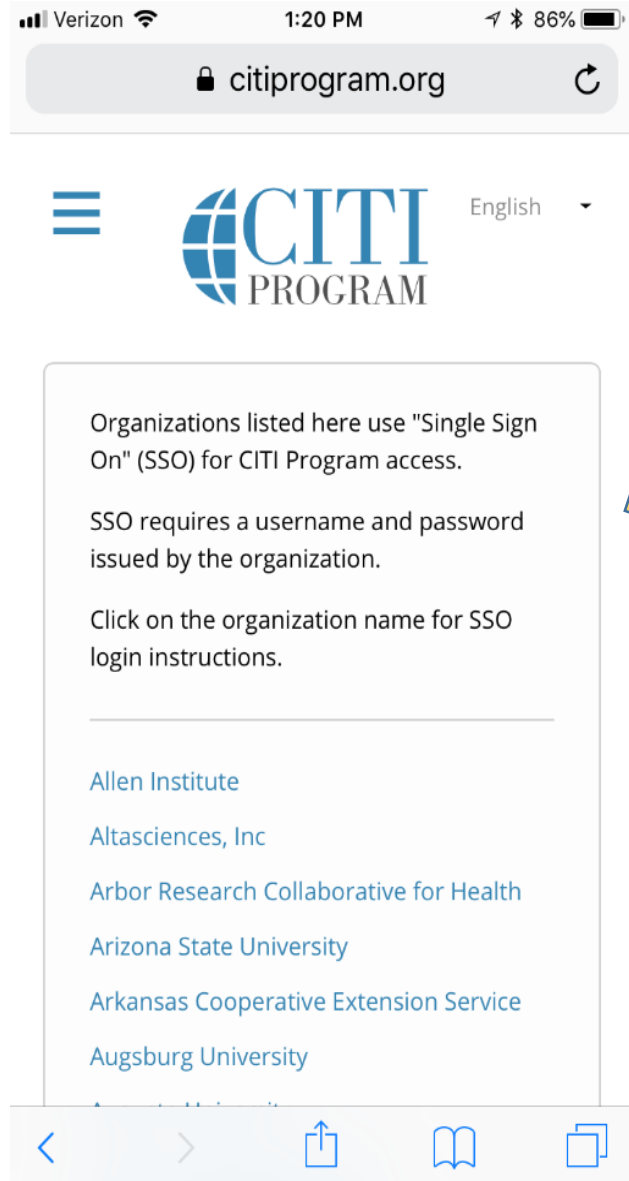
Non-GT users (community members of the board, collaborators): See separate instructions on the Research Integrity Assurance webpage at <https://oria.gatech.edu/irb-required-training>



1c. Next, all GT users using a mobile device will need to select click the three menu bars again and then select “**Log In Through My Institution.**”

All returning GT Please skip to **step 3** if using a mobile device.

Non-GT users (community members of the board, collaborators): See separate instructions on the Research Integrity Assurance webpage at <https://oria.gatech.edu/irb-required-training>



1d. Lastly, all new GT users using a mobile device will need to select Georgia Institute of Technology in the institution list. Please skip step 2 if using a mobile device.

Non-GT users (community members of the board, collaborators): See separate instructions on the Research Integrity Assurance webpage at <https://oria.gatech.edu/irb-required-training>

CITI PROGRAM

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

English ▾

Username [Forgot?](#)

Password [Forgot?](#)

Log In

[Need Help? Support Center](#)

2. You will be brought to this page after clicking “**Log In**” on the first page from a computer. All GT users, both new and returning, click “**Log In Through My Institution.**”

After clicking this, a list will display. Please select “Georgia Institute of Technology” from this list.

Enter your GT Account and Password

Login requested by: idp.gatech.edu

GT Account:

Password:

[Warn me before logging me into other sites.](#)

LOGIN

[clear](#)

ATTENTION: When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

TERMS OF USE

This computer system is the property of Georgia Tech and is available for authorized use only, in accordance with the Computer & Network Usage and Security Policy (CNUSP). Users should have no expectation of privacy, as any and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site(s) and/or law enforcement personnel in order to meet administrative and/or legal obligations.

By using this system, I acknowledge and consent to these terms.

[I don't know my GT Account](#)

[I don't know my password](#)

[My correct username and password aren't working](#)

For assistance, please contact the OIT Technology Support Center at 404-894-7173 (Mon-Fri 8am-5:00pm ET).

[Additional documentation including how to integrate your application with GT Login](#)

3. After clicking on Georgia Tech, you will be re-directed to the GT Single Sign-On page. Please enter in your GT username and password when on this site.

Please note that if you are already logged into Single Sign-On, you will be automatically redirected to the CITI webpage.

All returning GT users, please skip to step 8.

3a. All new users and users going through Single Sign-On for the first time will be asked to associate your account with a CITI Program account.



The screenshot shows the CITI Program login interface. At the top is the CITI PROGRAM logo. Below it are three links: LOG IN, LOG IN THROUGH MY INSTITUTION (which is underlined), and REGISTER. A grey box contains the heading "Associate your SSO account with a CITI Program account" and the instruction "Please choose an option:". There are two radio button options: "I already have a CITI Program account." and "I don't have a CITI Program account and I need to create one.". Two yellow arrows point to these options from the right. Below the options is a link that says "Need Help? Support Center".

If you already have an existing CITI account, select the first option (you will be asked to enter your existing CITI username and password so that CITI can match your accounts).

If you don't have an existing CITI account, then please select the second option.



Select Curriculum

Georgia Institute of Technology

Question 2

Select Curriculum Below:

This question is required. Choose all that apply.

- HUMAN SUBJECTS RESEARCH:**
I WILL CONDUCT RESEARCH WITH HUMAN SUBJECTS. I will be working on a study that requires **Institutional Review Board (IRB)** oversight. My activities may include research with live human beings, with human tissue samples, with online or in-person surveys or questionnaires, with archival patient data derived from human beings, or other interactions.
- VERTEBRATE ANIMAL USERS:**
I WILL CONDUCT RESEARCH OR OTHER SCHOLARLY ACTIVITIES USING VERTEBRATE ANIMALS. I will be working on a study that requires **Institutional Animal Care & Use Committee (IACUC)** oversight. I will conduct research or teaching activities utilizing vertebrate animals or tissues derived from live vertebrate animals.
- RESPONSIBLE CONDUCT OF RESEARCH:**
I AM REQUIRED TO COMPLETE RESPONSIBLE CONDUCT OF RESEARCH (RCR) ONLINE TRAINING due to Georgia Tech's institutional RCR policies or because I am funded by a grant/project which requires that I complete RCR training.

Start Over

Next

4. Select Curriculum: “Human Subjects Research”



5. If you have not previously completed the basic modules, select “NO, I have NOT completed the Basic Course...”

If you just need the refresher course, required every 3 years, select “YES, I have completed the CITI Basic Course...”



Select Curriculum

Georgia Institute of Technology

Question 3

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

This question is required. Choose one answer.

- NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past.
This is the first time using the CITI Program at this institution. I need to complete the Basic Course.
- Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.
Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course, the IRB will require that you to come back the the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).

Start Over

Next

6. Depending on your proposed research study, select either “**Group 1:** Biomedical Research Investigators and Key Personnel”

or

“**Group 2:** Social/Behavioral Research Investigators and Key Personnel”

ONLY IRB Members (members of the reviewing committees) should select **Group 3.**

The screenshot shows the CITI PROGRAM interface. At the top, there is a navigation bar with links for Courses, Records, CE/CMEs, Support, and Admin. A search icon and a language dropdown (English) are also present. Below the navigation bar is a blue header with the text "Select Curriculum" and "Georgia Institute of Technology". The main content area displays "Question 4" with the instruction: "Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the Basic Course for that group." Below this, it states "This question is required. Choose one answer." and lists three radio button options: "Group 1: Biomedical research Investigators and Key Personnel", "Group 2: Social / Behavioral Research Investigators and Key Personnel", and "Group 3: IRB Members". At the bottom of the question area, there are two buttons: "Start Over" and "Next". A yellow arrow points to the "Next" button.

7. If you are conducting a clinical trial as defined by the FDA, OHRP, or NIH, and/or conducting research on a medical device, drug, biologic, or an in vitro diagnostic involving human subjects or human subjects specimen(s), you will also need to complete the CITI course for "Good Clinical Practice (GCP)." If your study is an NIH funded socio-behavioral clinical trial, then you will need to complete the CITI course for "GCP – Social and Behavioral Research Best Practices for Clinical Research."

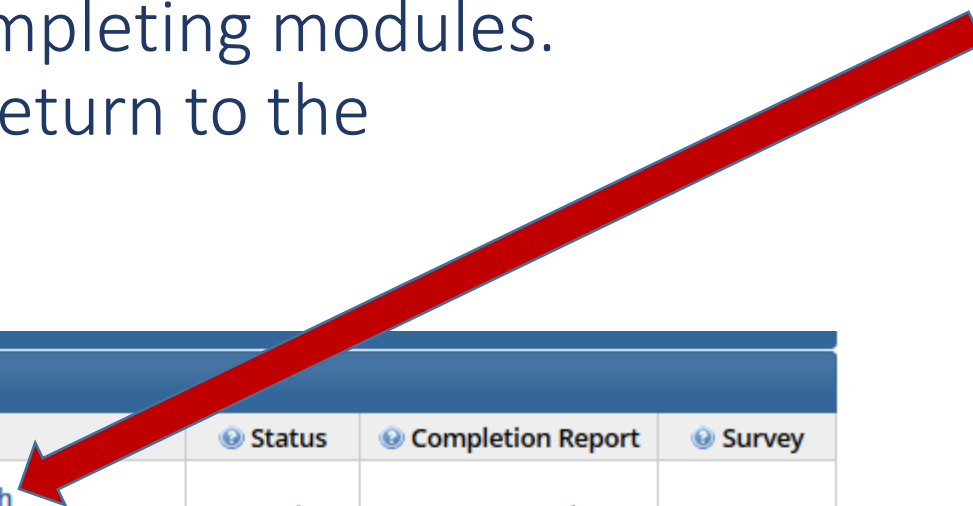
If you will access Protected Health Information (PHI), which includes medical records, also select "CITI Health Information Privacy & Security (HIPS)."



The screenshot shows the CITI Program interface for 'Select Curriculum' at Georgia Institute of Technology. The top navigation bar includes 'Courses', 'Records', 'CE/CMEs', 'Support', and 'Admin'. A search icon and a user profile dropdown are on the right. The main heading is 'Select Curriculum' with the Georgia Institute of Technology logo. Below this, 'Question 6' is displayed. The question text asks: 'If you want to take Good Clinical Practice (GCP) please make your selection below.' It notes 'This question is required. Choose one answer.' and provides three radio button options: 'Good Clinical Practice (GCP)', 'GCP – Social and Behavioral Research Best Practices for Clinical Research', and 'N/A'. At the bottom of the question area are 'Start Over' and 'Next' buttons.

The screenshot shows the CITI Program interface for 'Select Curriculum' at Georgia Institute of Technology. The top navigation bar includes 'Courses', 'Records', 'CE/CMEs', 'Support', and 'Admin'. A search icon and a user profile dropdown are on the right. The main heading is 'Select Curriculum' with the Georgia Institute of Technology logo. Below this, 'Question 7' is displayed. The question text asks: 'If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.' It notes 'This question is required. Choose one answer.' and provides two radio button options: 'CITI Health Information Privacy and Security (HIPS) for Biomedical Research Investigators' and 'N/A'. At the bottom of the question area are 'Start Over' and 'Next' buttons.

8. After selecting courses, CITI will return you to the main page. Click on any course title to begin completing modules. You may stop at any time and return to the curriculum later.



Georgia Institute of Technology Courses			
Course	Status	Completion Report	Survey
CITI Health Information Privacy and Security (HIPS) for Biomedical Research Investigators	Incomplete	Not Earned	
Good Clinical Practice (GCP)	Incomplete	Not Earned	
Group 1 Biomedical research Investigators and Key Personnel	Incomplete	Not Earned	

My Learner Tools for Georgia Institute of Technology

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

Social/Behavioral Research Investigators and Key Personnel Modules

- ✓ **Belmont Report & CITI Course Introduction**
- ✓ **Students in Research**
- ✓ **History & Ethical Principles**
- ✓ **Defining Research with Human Subjects**
- ✓ **The Federal Regulations**
- ✓ **Assessing Risk**
- ✓ **Informed Consent**
- ✓ **Privacy & Confidentiality**
- ✓ **Research with Children**
- ✓ **Research in Public Elementary & Secondary Schools**
- ✓ **International Research**
- ✓ **International Studies**
- ✓ **Internet-Based Research**
- ✓ **Research & HIPAA Privacy Protections**
- ✓ **Vulnerable Subjects – Research Involving Workers/Employees**
- ✓ **Conflicts of Interest in Research Involving Human Subjects**

CITI Health Information Privacy & Security (HIPS) Modules

- ✓ Basics of Health Privacy
- ✓ Health Privacy Issues for Researchers
- ✓ Basics of Information Security, Part 1
- ✓ Basics of Information Security, Part 2
- ✓ Protecting Your Computer

Biomedical research Investigators and Key Personnel - Basic Course Modules

- ✓ Belmont Report & CITI Course Introduction
- ✓ History & Ethics of Human Subjects Research
- ✓ Basic Institutional Review Board Regulations & Review Process
- ✓ Informed Consent
- ✓ Social & Behavioral Research for Biomedical Researchers
- ✓ Records-Based Research
- ✓ Genetic Research in Human Populations
- ✓ Populations in Research Requiring Additional Considerations and/or Protections
- ✓ Vulnerable Subjects – Research Involving Children
- ✓ Vulnerable Subjects – Research Involving Pregnant Women, Human Fetuses, and Neonates
- ✓ International Studies
- ✓ FDA- Regulated Research
- ✓ Research and HIPAA Privacy Protections
- ✓ Vulnerable Subjects – Research Involving Workers/Employees
- ✓ Conflicts of Interest in Research Involving Human Subjects
- ✓ Avoiding Group Harms – U.S. Research Perspectives
- ✓ Stem Cell Research Oversight (Part 1)

Good Clinical Practice Modules

- ✓ The CITI Good Clinical Practice Course for Clinical Trials Involving Drugs & Devices
- ✓ Overview of New Drug Development
- ✓ Overview of ICH GCP
- ✓ ICH – Comparison between ICH GCP E6 and U.S. FDA Regulations
- ✓ Conducting Investigator-Initiated Studies According to FDA Regulations & GCP
- ✓ Investigator Obligations in FDA-Regulated Research
- ✓ Managing Investigational Agents According to GCP Requirements
- ✓ Overview of U.S. FDA Regulations for Medical Devices
- ✓ Informed Consent in Clinical Trials of Drugs, Biologics, Devices
- ✓ Detecting and Evaluating Adverse Events
- ✓ Reporting Serious Adverse Events
- ✓ Audits and Inspections of Clinical Trials
- ✓ Monitoring of Clinical Trials by Industry Sponsors
- ✓ Completing the CITI GCP Course

Finished!

- ✓ Print your certificate of completion for your records.
- ✓ No need to provide a copy to Research Integrity Assurance.
- ✓ The Office of Research Integrity Assurance will receive notification from CITI.