

Montclair State University CITI Registration Instructions

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Office of Research
Research Compliance
and Regulatory Programs

MONTCLAIR
STATE UNIVERSITY

Registration Instructions for New Users

Getting Started

You can reach the CITI homepage by pasting the following into your browser:

<https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English®ion=1>



...or scan here!

A screenshot of the CITI Program login page. At the top, there is a logo for the CITI PROGRAM with a '25th Anniversary' banner. To the right of the logo is a moon icon and the text 'English'. Below the logo, there are three links: 'LOG IN' (underlined), 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER' (circled in red). Below these links are two input fields: 'Username' and 'Password', each with a 'Forgot?' link to its right. A blue 'Log In' button is centered below the input fields. At the bottom, there is a line of text: 'New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).'

This is the CITI login page. Toggle over the “Register” tab to create a new account.



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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.

Click here to search for
Montclair State University.

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

CITI - Learner Registration

Steps: **1** 2 3 4

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. ⓘ

Montclair State University

Montclair State University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- ☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- ☒ I affirm that I am an affiliate of Montclair State University.

Create a CITI Program account

Search and
select Montclair
State University.

Check off
both boxes.

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

Personal Information

* indicates a required field.

* First Name

First

* Last Name

Last

* Email Address

lastf@montclair.edu

* Verify email address

lastf@montclair.edu

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

Enter your first name, last name, and email address. The email address you enter here should be your Montclair email address.

You may enter a personal email address here.

You must create a username and password that you will use to login to CITI.

Although it is not mandatory, we suggest making your username your Montclair netID.

Please also select a security question and enter an answer that you will remember.

CITI - Learner Registration - Montclair State University

Steps: 1 2 3 4

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 12 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

CITI - Learner Registration - Montclair State University

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

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 Connect your ORCID iD

* 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.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

☐ Yes

☐ No

Continue Registration

You can ignore this (unless you have an ORCID account that you'd like to connect).

Enter your country of residence.

Choose your contact preferences.

Your CE Credit Status

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.

[Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

Submit

Select
"No."

Select your language preference.

Department *

Role? *

 

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Once again, enter and verify your Montclair email address.

Select your highest *earned* degree at time of account registration.

Enter your Montclair netID.

Department *

Role? *

 

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

Enter your information. Only the sections with a red asterisk are mandatory.

You will be provided a series of enrollment questions. Your response will determine which courses you are going to take.

The IRB requires you to complete either the HSR-Students/Faculty Basic Course or the HSR-Student/Faculty Biomedical Course. However, depending on your area of research or whether or not you are involved in a Federally funded study, you may be required to take additional courses.

Once all modules are completed with a final passing score of over 80%, you will have the opportunity to download both your completion report (transcript of course work) and your completion certificate (“diploma” to reflect course completion).

Your certification is for your records only and is NOT required to be uploaded to the Cayuse application.

Registration Instructions for Returning Users

For Returning CITI Users *(if you previously had a CITI account affiliated with another institution)*

You can reach the CITI homepage by pasting the following into your browser:

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...or scan here!

A screenshot of the CITI Program login page. At the top, there is a logo for the CITI PROGRAM with a '25th Anniversary' banner. To the right of the logo is a language dropdown menu set to 'English'. Below the logo, there are three links: 'LOG IN' (which is circled in red), 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. Under 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 of the page, there is a message: 'New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).'

This is the CITI login page. Toggle over the “Log In” tab to log into CITI using your previous institution’s credentials.

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](#).

Monmouth University, West Long Branch

View Courses

Montclair State University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

Affiliate with an Institution

[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. 

If your organization is using Single Sign-On, please find it [here](#).

Montclair State University

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

☒ I affirm that I am an affiliate of Montclair State University. 

Continue

Your dashboard will display all of the institutions you are affiliated with, as well as the courses you are registered for/have completed within each. To add Montclair as an institution, select “Add Affiliation,” search and select Montclair State University, and check off both boxes as seen above.

Completing your Montclair Affiliation...

Once you affiliate with Montclair, you will not have to reset your CITI login information. You will have to enter some basic contact information, as well as register for courses if needed. Please refer to previous slides for instructions.



Other CITI Tips

- You do not need to complete all modules of the required course at the same time - CITI will remember where you left off if you log out and wish to complete the course at a later time
- You only need to complete the required modules
- Based on the type of research you are doing, additional modules may be assigned to you by the system or the IRB if needed
- You need a combined overall score of 80% for all modules in order to pass the course
- You can retake any single module in which you get a low score