# **CITI Training Instructions**

Office of Research Compliance (ORC), University of Maine

The Office of Research Compliance (ORC) delivers a variety of research training through the University of Maine System (UMS) subscription service to the Collaborative Institutional Training Initiative (CITI). These instructions guide you through the institution-specific CITI registration and enrollment processes. Further information about research compliance at the University of Maine (UMaine) and training requirements can be found on the [ORC website](https://umaine.edu/research-compliance/).

***Important note*: You are *only* required to complete the training(s) for *your specific area(s)* of research compliance.**

Contents

[I. Establish a CITI Account as a New User 2](#_Toc195708507)

[II. Log into CITI as an Existing User 3](#_Toc195708508)

[a. Log in via UMaine Portal (Preferred Method) 3](#_Toc195708509)

[b. Log in via CITI 3](#_Toc195708510)

[III. Link ORCID iD (if applicable) 4](#_Toc195708511)

[IV. Enroll in CITI Courses 4](#_Toc195708512)

[a. New Users 4](#_Toc195708513)

[b. Returning Users 5](#_Toc195708514)

[V. Trainings 5](#_Toc195708515)

[a. Animal Care 6](#_Toc195708516)

[b. Biosafety 6](#_Toc195708517)

[c. Conflict of Interest 7](#_Toc195708518)

[d. Export Control 8](#_Toc195708519)

[e. Human Subjects 8](#_Toc195708520)

[f. Research Security 9](#_Toc195708521)

[g. Responsible Conduct of Research & Safe Research Environments 10](#_Toc195708522)

[h. Submission 11](#_Toc195708523)

[i. Final Reminder on Requirements 11](#_Toc195708524)

[VI. Access CITI Records and Reports 11](#_Toc195708525)

## Establish a CITI Account as a New User

* 1. *Important note*: if you have previously set up a CITI account, *please do not create another*. See [Section II. Log into CITI as an Existing User](#_Log_into_CITI) of this document for guidance.
     1. *Note:* if you already had an account set up with CITI from another institution, you can affiliate that existing account with UMaine without needing to create a new account. See [how to add/change your affiliated institution on the CITI Support website.](https://support.citiprogram.org/s/article/how-to-add-change-your-affiliated-institution-or-transfer-completions)
  2. Go to [CITI Program website](https://about.citiprogram.org/) and click on the white “Register” button located in the upper right corner of the homepage (see Figure 1 below).

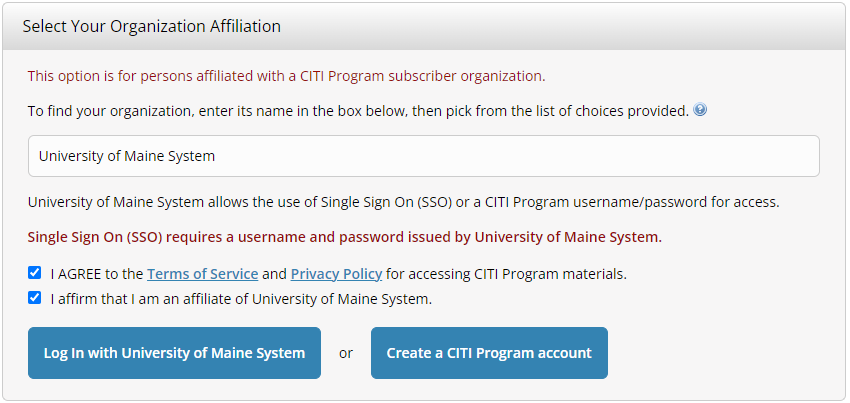
Figure 1: Screenshot of CITI Program Menu Bar – “Register” Button

Screenshot of CITI Program homepage menu bar

At the right end of the CITI Program menu bar there are buttons for "Register" and "Log in." To establish your CITI account, click the button labeled "Register."

* 1. Search for ‘University of Maine System’ in the section titled ‘Select your Organization Affiliation’ and click on it (see Figure 2 below).

Figure 2: Screenshot of Select Your Organization Affiliation



* + 1. Click the check boxes to agree to the CITI Terms of Service and Privacy Policy, and to agree that you are an affiliate of the University of Maine System.
    2. Select the appropriate option:
       1. If you have a University of Maine System email address/account (@maine.edu), click “Log in with University of Maine System.”
          1. Sign in to your UMaine account as you typically would to create a CITI account.
       2. If you do *not* have a University of Maine System email address/account (@maine.edu), select “Create a CITI Program account.”
          1. Complete the information on the following pages to create your account.

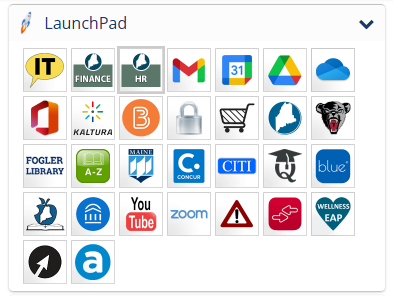
## Log into CITI as an Existing User

To log into CITI once you have established your CITI account, you can use either the UMaine Portal or log in via CITI directly.

### Log in via UMaine Portal (Preferred Method)

* + 1. Go to the [UMaine Portal](https://mycampus.maine.edu/group/um/home) and log in using your UMaine credentials.
    2. Under LaunchPad, select the icon for CITI (blue rectangle with “CITI” in white letters; see Figure 3 below). You will automatically be logged into CITI.

Figure 3: Screenshot of UMaine LaunchPad – CITI Link



### Log in via CITI

1. Go to [CITI Program website](https://about.citiprogram.org/) and click the blue “Log In” button located in the upper right corner of the homepage (see Figure 4 below).

Figure 4: Screenshot of CITI Program Menu Bar – “Log In” Button

Screenshot of CITI Program homepage menu bar

At the right end of the CITI Program menu bar there are buttons for "Register" and "Log in." To log into CITI as an existing user, click the button labeled "Log In."

1. On the login page, click the center option labeled “Log In Through My Organization.”
2. On the list of organizations that appears, click on “University of Maine System” and you will be logged in using your UMaine single sign-on (SSO).

## Link ORCID iD (if applicable)

*This section is* ***optional****. If you do not have an ORCiD iD, please disregard this section.*

Some researchers may have an [ORCID iD](https://orcid.org/). According to CITI, an ORCID iD is:

“A permanent numeric identifier that individuals own and control, which provides a way to distinguish themselves uniquely from other researchers and scholars. ORCID iDs are often used in systems and platforms from grant applications to manuscript submissions, and are increasingly required by funders, publishers, data repositories, and other research workflows.”

Your ORCID iD can be directly linked to your CITI account. See [Connecting your ORCID iD with CITI Program on the CITI Program Support website](https://support.citiprogram.org/s/article/Connecting-your-ORCID-iD) for instructions.

## Enroll in CITI Courses

### New Users

* + 1. After you enroll, you will be brought to your “My Courses” page. Under “Institutional Courses,” click the button next to University of Maine System labeled “View Courses” (see Figure 5 below).

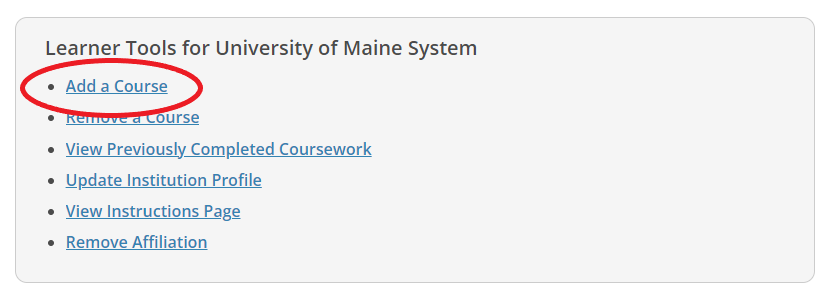
Figure 5: Screenshot of Institutional Courses page – "View Courses" ButtonScreenshot of the Institutional Courses Menu on CITI

On the "My Courses" page under Institutional Courses, click the button labeled "View Courses" that is on the same row as "University of Maine System"

* + 1. You will be brought to the “Select Curriculum” page. Select any desired course(s) from the list**. See** [**Section V. Required Trainings**](#_Required_Trainings) **of this document for details on which specific trainings are required for each area of research.**
    2. Once you have made your selection(s), hit the “Submit” button at the bottom of the page (*Note:* you are able to sign up for additional courses later, after you have made this initial selection – see [Section IV.b. Returning Users](#_Returning_Users_1) of this document for instructions).

### Returning Users

1. After logging into CITI as a returning user, you will be brought to the “My Courses” page. On this page, you will see a list of all courses you are currently enrolled in and have previously completed.
2. To enroll in another course, scroll to the very bottom of the page to the section labeled “Learner Tools for University of Maine System.” Click the link for “Add a Course” (see Figure 6 below).

Figure 6: Screenshot of Learner Tools menu – “Add a Course” link

1. You will be brought to the “Select Curriculum” page. Select any desired course(s) from the list**. See** [**Section V. Required Trainings**](#_Required_Trainings) **of this document for details on which specific trainings are required for each area of research compliance.**

## Trainings

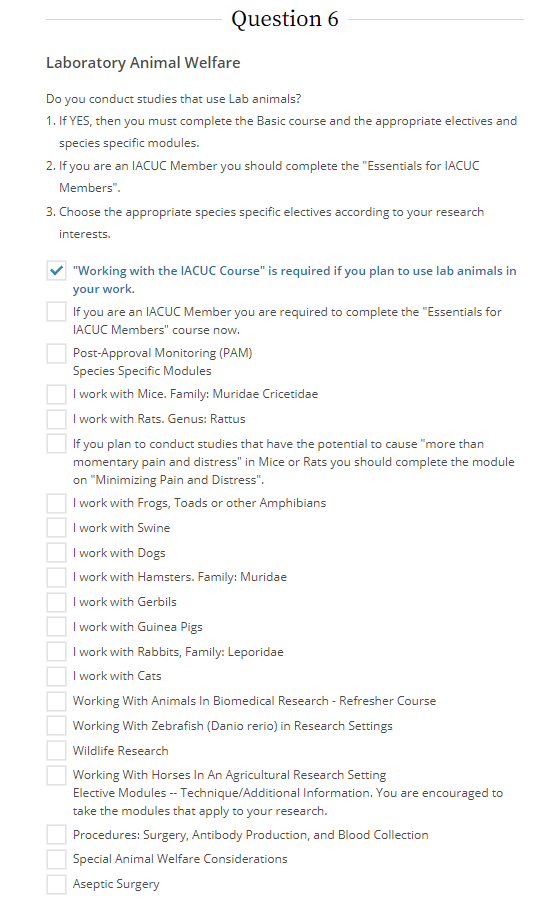
***Please note:* You are *only* required to take the training(s) for *your specific area(s)* of research compliance.**

If you are unsure of which trainings may be required for your research, please explore the resources available on the [ORC website](https://umaine.edu/research-compliance/) and reach out to the ORC for additional guidance as needed.

Once you know which trainings are required for your research, find the relevant compliance area below and follow the instructions to sign up. See [Section IV. Enroll in CITI Courses](#_Enroll_in_CITI) of this document for instructions on how to enroll as a new or existing CITI users.

### Animal Care

* + 1. Visit [Animal Care Training on the ORC website](https://umaine.edu/research-compliance/animal-care/training/) for guidance on when and for whom this training is required.
    2. To enroll, on Question 6, select the required course “Working with the IACUC” (Institutional Animal Care and Use Committee), as shown below. In addition to the required “Working with the IACUC” course, we strongly recommend you take any other listed modules that apply to your research. (See Figure 7 below).

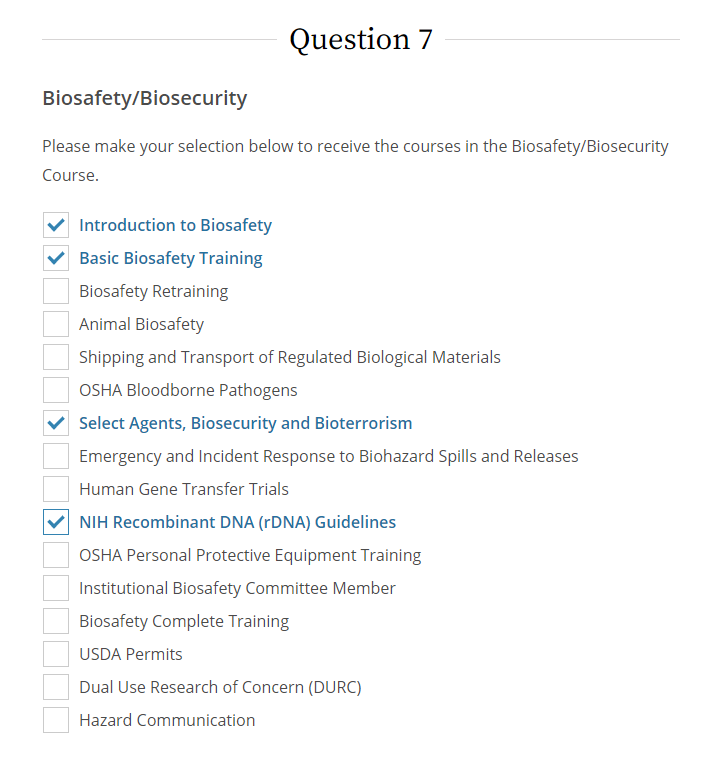
Figure 7: Screenshot of Question 6 – Laboratory Animal Welfare course selection menu

(List continues – see the CITI Select Curriculum page for the full list of available modules.)

### Biosafety

1. Visit [Biosafety Training on the ORC website](https://umaine.edu/research-compliance/biosafety/ibc-training/) for guidance on when and for whom this training is required.
2. To enroll, on Question 7, select the following 4 required courses (see Figure 8 below):
   * + 1. “Introduction to Biosafety”
       2. “Basic Biosafety Training” (*Note:* after enrollment, on My Courses page, the title will appear as “Training for Investigators, Staff and Students Handling Biohazards.”)
       3. “Select Agents, Biosecurity and Bioterrorism”
       4. “NIH Recombinant DNA (rDNA Guidelines)”
     1. ***Optional***: You may also select additional courses that may apply to your research.

Figure 8: Screenshot of Question 7 – Biosafety/Biosecurity course selection menu



### Conflict of Interest

1. Visit [Conflict of Interest Training on the ORC website](https://umaine.edu/research-compliance/financial-conflict-of-interest/coi-training/) for guidance on when and for whom this training is required.
2. To enroll, on Question 5, select “Conflicts of Interest (All OTHER University of Maine System Campuses)” (see Figure 9 below).  
     
   *Continues on next page.*

Figure 9: Screenshot of Question 5 – Conflicts of Interest course selection menu

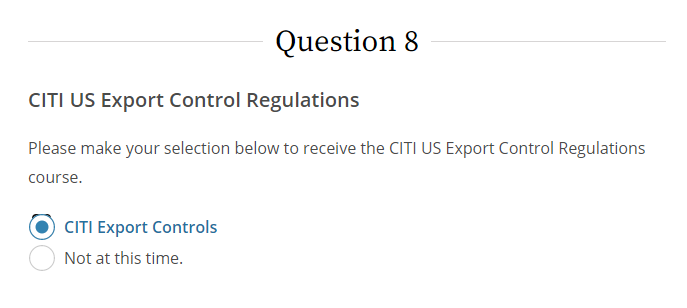
Screenshot of Conflicts of Interest section of CITI Course Enrollment

On Question 5 (Conflicts of Interest), select the checkbox labeled “Conflicts of Interest (All OTHER University of Maine System Campuses).”

### Export Control

1. Visit [Export Control Training on the ORC website](https://umaine.edu/research-compliance/export-control/ecr-training/) for guidance on when and for whom this training is required.
2. To enroll, on Question 8, select “CITI Export Controls” (see Figure 10 below). (*Note:* after enrollment, on the “My Courses” page, the title will appear as “CITI Export Controls Course.”)

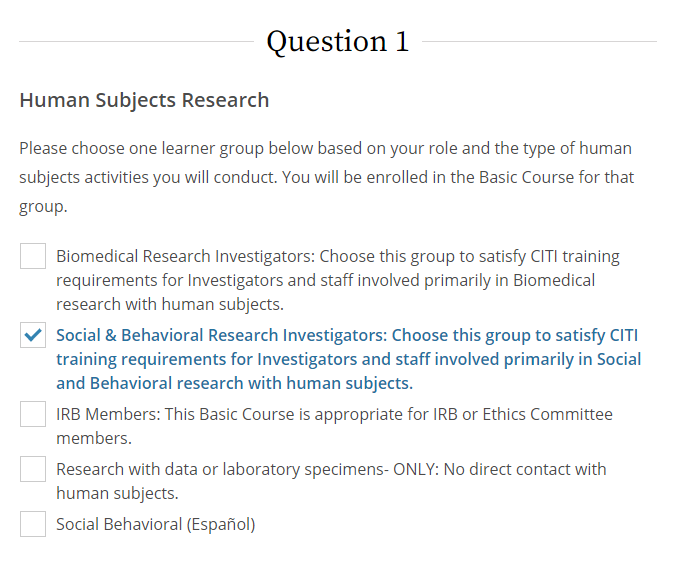
Figure 10: Screenshot of Question 8 – CITI US Export Control Regulations course selection menu



### Human Subjects

1. Visit [Human Subjects Training on the ORC website](https://umaine.edu/research-compliance/human-subjects/required-training-protection-human-subjects/) for guidance on when and for whom this training is required.
2. On Question 1, select one learner group based on your role and the research you will be conducting. You will be able to go back and add another learner group later, if needed. (See Figure 11 below).
3. The most common selection is “Social & Behavioral Research Investigators,” shown below. (*Note:* after enrollment, on My Courses page, the title will appear as “Social & Behavioral Research - Basic/Refresher.”)
4. The Biomedical Research Investigators course can be selected for researchers that are conducting mostly biomedical research.

Figure 11: Screenshot of Question 1 – Human Subjects Research course selection menu



### Research Security

1. Visit [Research Security Training on the ORC website](https://umaine.edu/research-compliance/research-security/research-security-training/) for guidance on when and for whom this training is required.
2. To enroll, on Question 12, select “Research Security Training (Combined Course)” (see Figure 12 below).  
     
   *Continues on next page.*

Figure 12: Screenshot of Question 12 – Research Security course selection menu

Screenshot of Research Security section of CITI Course Enrollment.

On Question 12 (Research Security), select the check box labeled "Research Security Training (Combined Course)."

### Responsible Conduct of Research & Safe Research Environments

1. Visit [Responsible Conduct of Research (RCR) Training on the ORC website](https://umaine.edu/research-compliance/responsible-conduct-research/rcr-training-requirements/) for guidance on when and for whom this training is required. (*Note:* Not all RCR training requirements are able to be fulfilled by the RCR course on CITI.)
2. To enroll, on Question 4, select “General Responsible Conduct of Research Course” (see Figure 13 below). (*Note:* after enrollment, on My Courses page, the title will appear as “General RCR.”)
3. ***Optional***: You may also select “Safe Research Environments” as an optional training. This is not required for any researchers but may be a useful resource for researchers who must have a plan in place for safe & inclusive research for off-campus or off-site research.  
     
   *Continues on next page.*

Figure 13: Screenshot of Question 4 – Responsible Conduct of Research (RCR) course selection menu

Screenshot of Responsible Conduct of Research (RCR) section of CITI Course Enrollment

On Question 4 (Responsible Conduct of Research [RCR]), select the check box labeled "General Responsible Conduct of Research Course." You may also select the option course "Safe Research Environments," if desired.

### Submission

After all selections have been made, scroll to the bottom page and click the button “Submit.”

### Final Reminder on Requirements

**As a reminder, please note that you are *only* required to take the training(s) for *your specific area(s)* of research compliance.** If you are unsure of which trainings may be required for your research, please explore the resources available on the [ORC website](https://umaine.edu/research-compliance/) and reach out to ORC for additional guidance as needed.

## Access CITI Records and Reports

* 1. Users can access training records and Completion Reports through the “My Records” link in the menu bar at the top of the CITI website.
  2. CITI will automatically alert ORC when you complete training, however there is a slight delay. ORC is also able to view in CITI when your training is complete. Please do not need to send copies of completion reports to ORC.
     1. If you require immediate assistance (i.e., you've just completed Financial Conflicts of Interest training and need access to PARS [Proposal Approval Routing System]), please contact [sponsored@maine.edu](mailto:sponsored@maine.edu).
     2. For all other CITI training inquiries, please contact [umric@maine.edu](mailto:umric@maine.edu).