CITI ACCESS AND DIRECTIONS FOR EXTRAMURAL PERFORMERS

- CITI LOGIN AND REGISTRATION -

- To access the CITI training program, go to: http://www.citiprogram.org. The following directions will assist you as you work through the required screens.

- PLEASE NOTE: In order to receive a CITI Completion Report, you must pass all module quizzes with a score of 80% or better.
-SELECT YOUR INSTITUTION OR ORGANIZATION-

**1. Select your institution or organization**

Choose your institution from the appropriate dropdown menu. Choose only one institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

- Participating Institutions: [Department of the Navy]
- Veterans Affairs: [Dropdown]
- Department of Energy: [Dropdown]
- HIV/AIDS Network Coordination (HANC): [Dropdown]

**2. Select your Username and Password**

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "%", "", and ".". No spaces or other characters are allowed. Your username is **not case sensitive**. "A12B34CD" is the same as "a12b34cd".

- Username: [Input box]

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**. "A12B34CD" is the same as "a12b34cd".

- Password: [Input box]
- Verify Password: [Input box]

**3. Enter your name**

- First Name: [Input box] (100 characters maximum)
- Last Name: [Input box] (100 characters maximum)

**4. Enter your email address**

Enter your preferred email address.

- Preferred Email: [Input box] (100 characters maximum)
- Verify Preferred Email: [Input box] (100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

- Secondary Email: [Input box] (100 characters maximum)
- Verify Secondary Email: [Input box] (100 characters maximum)

Click the "Submit" button after entering the required information.
**-LEARNER INFORMATION-**

- **“YOUR COMMAND”**: As an extramural performer, select ‘DON Extramural Performer’.
- **“Department”**: As an extramural performer, type ‘Extramural Performer’.
- **“What is your role in research”**: If you have more than one role, select the role that has the most comprehensive knowledge requirements (for example, if you are a both a Principal Investigator and an IRB member, choose ‘IRB Member’).

Click the “Submit” button after entering the required information.

**-TYPE OF RESEARCH-**

- Select the appropriate response(s) to the questions. NOTE: if you select “research with laboratory animals” you will be presented with additional screens not described in these directions.

Click the “Next” button after making your selection.
Select your primary research focus. 

NOTE: If your research involvement is with both Social/Behavioral and Biomedical, choose “The Biomedical Sciences.”

Click the “Next” button after making your selection.

If you are taking the Extramural Performer Course for the first time, select “Initial.” If you need to update your existing CITI training, select “Refresher.”

Click the “Next” button after making your selection.

Select “DON-Supported Extramural Performers.”

Click the “Next” button after making your selection.
Personnel conducting DON-supported clinical research using drugs, devices, and biologics must complete GCP training. Otherwise, select “No, not at this time.”

Click the “Next” button after making your selection.

Unless your Command requires the RCR module, select “No, not at this time.”

Click the “Next” button after making your selection.

We recommend that you select “No, perhaps some other time” to avoid being presented with additional optional modules.

Click the “Next” button after making your selection.
-MAIN MENU-

Click “Enter” to begin the learning modules.

-HUMAN RESEARCH GRADEBOOK-

Click the link to complete “The Integrity Assurance Statement”. Once you complete the required modules, you will be given the opportunity to print a Completion Report.

Some modules are for reference only and will not have a quiz required; however you do need to scroll to the bottom of the page and click the link to be taken to the next module.

If you need to logout of the Citi training site at any time, you can do so by clicking the “Logoff” link at the top right-hand side of the computer screen. Once you logoff you will need to return to the Citi main page (http://www.citiprogram.org) and type in your username and password to re-enter the site.