

CITI Instruction Sheet (Collaborative Institutional Training Initiative)

www.citi.pitt.edu

The University of Pittsburgh now requires the completion of CITI training modules for all individuals conducting or responsible for oversight of human subject research.

To simplify user access and better track completion of required research courses, we have built a special pathway or portal to access CITI using the current Pitt HSConnect login process. This will allow users and administrators to continue to use the same method to identify which courses have been completed.

All new investigators and research team members, including non-Pitt/UPMC investigators, must create an account on the University of Pittsburgh HSConnect site which can be completed by using a link displayed on the [OSIRIS](#) (on-line IRB application) login page or going directly to www.hsconnect.pitt.edu.

Users must go through the Pitt CITI Access Portal to affiliate with the university as there is no way to directly affiliate with the university from the CITI website.

This information sheet is designed to provide you with the basic tools to create your CITI account and complete the required research courses. If you have an existing CITI account, it is important you follow instructions so a duplicate account is not created.

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If you have any questions, please contact us at irb@pitt.edu and we will be happy to assist you.

First Time Login – Create Your Pitt CITI Account

Step 1: Do you have you have a Pitt HSConnect account?

- If **Yes**, go to **Step 2**
- If **No**, go to www.hsconnect.pitt.edu, create your Pitt account and then go to **Step 2**
- If **Unsure**, contact us at irb@pitt.edu before proceeding

Step 2: Go to www.citi.pitt.edu, click **Login**, and enter your HSConnect account information

University of Pittsburgh | CITI Access Portal

Home Login FAQ Contact us

Welcome University of Pittsburgh Researchers

Pitt Training Requirements (.pdf)

CITI Instruction Sheet (.pdf)

LOGIN

POWERED BY HS Connect

Email

Password

Sign In

Step 3: This page will displayed only once for first time users so existing CITI accounts can be linked

University of Pittsburgh | CITI Access Portal

Launch CITI Logout About Contact us

Hello, Test User

This is the first time that you have visited the University of Pittsburgh's CITI Access Portal. Please answer the question below and click the "Create My Account" button.

Do you already have a CITI account? Yes No Not Sure?

Create My Account

University of Pittsburgh | CITI Access Portal

Launch CITI Logout About Contact us

Hello, Test User

This is the first time that you have visited the University of Pittsburgh's CITI Access Portal. Please answer the question below and click the "Create My Account" button.

Do you already have a CITI account? Yes No Not Sure?

Please enter the following information:

CITI Username:

CITI Password:

(The University of Pittsburgh does not store or use this information for any purpose other than linking your current CITI account to your HSConnect account)

Link My Account

Step 4: Use the [Click here](#) link to complete the enrollment process

University of Pittsburgh

View University of Pittsburgh instructions page

Your enrollment with this institution is incomplete. [Click here](#) to complete your enrollment.

****Your Pitt/CITI account has now been created and you will not repeat these steps****

You can now select your course or exit the site and complete your courses at a later time.

Select CITI Courses

Step 1: Go to www.citi.pitt.edu to log into the CITI website

Step 2: Click on [View University of Pittsburgh instructions page](#) and review the requirements before proceeding

Step 3: Click on [Add a course or update your learner groups](#)

University of Pittsburgh [View University of Pittsburgh instructions page](#)

Your enrollment with this institution is incomplete. [Click here to complete your enrollment.](#)

[Add a course or update your learner groups for University of Pittsburgh](#)

University of Pittsburgh Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information](#) for University of Pittsburgh
- [See a list of all modules that you have completed](#) (goes back to approximately May 2005)
- [Click here to see your previously completed coursework](#) for University of Pittsburgh
- [Remove my affiliation](#) from University of Pittsburgh

Step 4: Use the checkboxes to select your learner group and optional GCP course

Select Curriculum - University of Pittsburgh

[Review the University of Pittsburgh Instructions page.](#)

Question 1 Please choose one learner group below based on your role and the type of research activities you will conduct. You will be enrolled in the Human Subjects and Responsible Conduct of Research Course for that group.

Choose one answer

- Biomedical Researchers (includes all health science students):** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Undergraduate Students conducting no more than minimal risk research**
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Not at this time, thank you.

Question 2 If you are required to take the Good Clinical Practice Course (GCP), please make your selection below.

All members of a study team conducting research which is subject to FDA regulations (i.e., are required to complete this GCP module)

Choose all that apply

- Yes, I would like to enroll in the Good Clinical Practice course.
- No, not at this time.

*If you selected the incorrect learner group, revise using [Add a course or update your learner groups](#) link

Step 5: You are now redirected back to the CITI main menu

Scroll to the University of Pittsburgh section and click on [Enter](#) to access the courses

University of Pittsburgh		View University of Pittsburgh instructions page		
You have enrolled for the following courses:				
My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Good Clinical Practice Course, GCP	Not Started - Enter	Not Earned	N/A	Not Available
Social & Behavioral Research - Basic/Refresher, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available
Social and Behavioral Responsible Conduct of Research, RCR	Not Started - Enter	Not Earned	N/A	Not Available

Click on [Re-enter](#) to access courses started but not completed

My Courses	Status	Completion Reports
Good Clinical Practice Course, GCP	Incomplete - Re-enter	Not Earned
IRB Members - Basic/Refresher, Basic Course	Incomplete - Re-enter	Not Earned
Social and Behavioral Responsible Conduct of Research, RCR	Incomplete - Re-enter	Not Earned

Step 6: You are required to complete **The Integrity Assurance Statement** before going forward to the modules. It may take you a few hours to complete the basic courses which do not have to be completed in one session. There is also no limit to the number of times you can take the quizzes.

CR# 7039032: Social & Behavioral Research - Basic/Refresher Gradebook		
To pass this course you must complete all required modules and 2 of the 9 elective modules with a combined score of 80 . Your current score is 80 .		
Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
University of Pittsburgh	Completed 06/24/11	no quiz
Belmont Report and CITI Course Introduction	Completed 09/01/11	3/3 (100%)
History and Ethical Principles - SBR	Incomplete	
Defining Research with Human Subjects - SBR	Incomplete	
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete	
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete	
Informed Consent - SBR	Incomplete	
Privacy and Confidentiality - SBR	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Completed 01/20/11	1/2 (50%)
Elective Modules Required: 2 Completed: 0	Date Complete	Score
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Research with Prisoners - SBR	Incomplete	
Research with Children - SBR	Incomplete	
Research in Public Elementary and Secondary Schools - SBR	Incomplete	
International Research - SBR	Incomplete	
Internet Research - SBR	Incomplete	
Human Subjects Research at the VA	Incomplete	
Research and HIPAA Privacy Protections	Incomplete	
Vulnerable Subjects - Research Involving Workers/Employees	Incomplete	

Note: You will be able to select another learner group as displayed in **Step 4** once you complete the current course.

Users with current CITI accounts

- You must have or create a Pitt HSConnect account in order to affiliate with the University of Pittsburgh (we are not listed in the participating institutions display)

Participating Institutions: ▼

- You must know your CITI username and password in order to link courses previously completed
- Important:** You will only have the opportunity to link your CITI accounts during your initial login to the Pitt CITI access portal

When you link your CITI account, all CITI modules previously completed for another institution which match Pitt requirements will be displayed as demonstrated below:

CR# 7039222: Biomedical Researchers (includes fellows, residents, and medical students) - Basic/Refresher Gradebook		
To pass this course you must complete all required modules and 2 of the 12 elective modules with a combined score of 80 . Your current score is 75 .		
Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
University of Pittsburgh	Completed 06/24/11	no quiz
Belmont Report and CITI Course Introduction	Completed 09/01/11	3/3 (100%)
History and Ethical Principles	Completed 11/07/11	4/6 (67%)
Basic Institutional Review Board (IRB) Regulations and Review Process	Incomplete	
Informed Consent	Incomplete	
Genetic Research in Human Populations	Incomplete	
Research With Protected Populations - Vulnerable Subjects: An Overview	Incomplete	
Vulnerable Subjects - Research Involving Children	Incomplete	
Conflicts of Interest in Research Involving Human Subjects	Completed 01/20/11	1/2 (50%)
Elective Modules Required: 2 Completed: 1	Date Complete	Score
Avoiding Group Harms: U.S. Research Perspectives	Incomplete	
Avoiding Group Harms: International Research Perspectives	Incomplete	
Social and Behavioral Research for Biomedical Researchers	Incomplete	
Records-Based Research	Incomplete	
Vulnerable Subjects - Research Involving Prisoners	Incomplete	
Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates	Incomplete	
International Studies	Completed 09/01/11	1/1 (100%)
FDA-Regulated Research	Incomplete	
Human Subjects Research at the VA	Incomplete	
Research and HIPAA Privacy Protections	Incomplete	
Vulnerable Subjects - Research Involving Workers/Employees	Incomplete	
Stem Cell Research Oversight (Part I)	Incomplete	