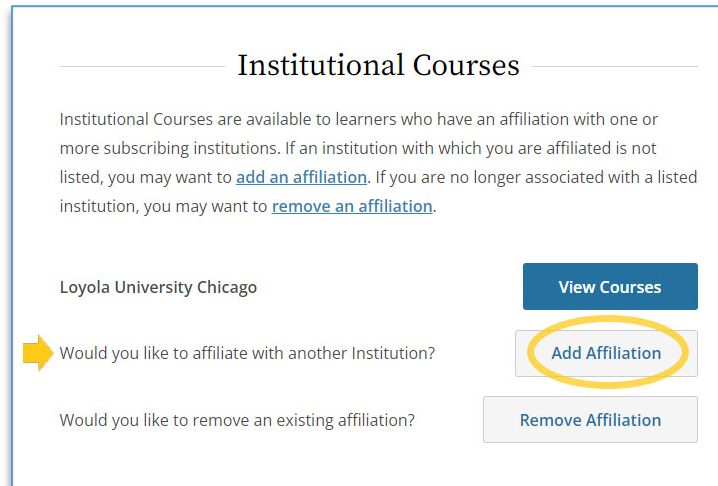


CITI training for Non-Loyola affiliated research personnel

Getting started if you already have a CITI account:

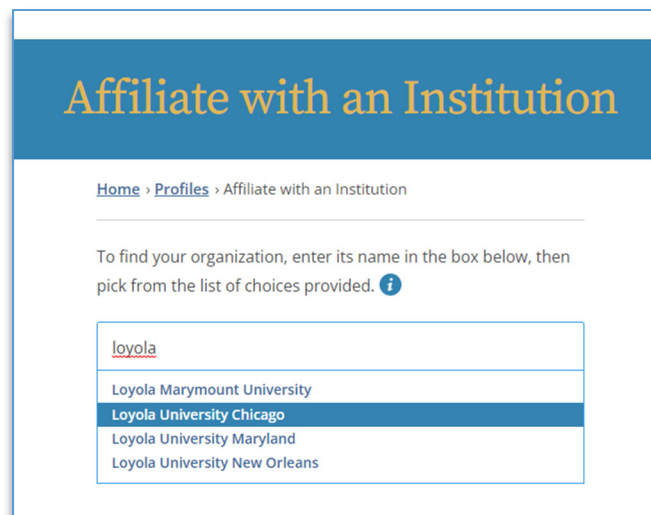
If you already have a CITI account (either as independent user or with another institution), log into your account by visiting <http://www.citiprogram.org> or using the link you normally use.

This should take you to the **My Courses** page. On this page you will see a button that says **Add Affiliation**. Click this.



The screenshot shows the 'Institutional Courses' page. At the top, it says 'Institutional Courses' with a horizontal line. Below that, a paragraph explains that institutional courses are available to learners with affiliations and provides links for 'add an affiliation' and 'remove an affiliation'. Underneath, 'Loyola University Chicago' is listed with a 'View Courses' button. A yellow arrow points to a question: 'Would you like to affiliate with another Institution?'. The 'Add Affiliation' button next to it is circled in yellow. Below that is another question: 'Would you like to remove an existing affiliation?' with a 'Remove Affiliation' button.

Now you will see a page with a search box. Search for "Loyola University of Chicago." There are other Loyola universities, so make sure that you select "Loyola University Chicago!"



The screenshot shows the 'Affiliate with an Institution' page. The title is 'Affiliate with an Institution' in orange text on a blue background. Below the title, there is a breadcrumb trail: 'Home > Profiles > Affiliate with an Institution'. A paragraph instructs the user to enter an organization name in a search box and pick from the list of choices provided. The search box contains the text 'loyola'. A dropdown menu is open, showing a list of institutions: 'Loyola Marymount University', 'Loyola University Chicago' (which is highlighted in blue), 'Loyola University Maryland', and 'Loyola University New Orleans'.

Selecting “Loyola University Chicago” will bring up two check boxes. Click to **agree** to the terms of service and then again to **affirm** that you are an affiliate of Loyola University Chicago. Then click **Continue**.

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. ⓘ

Loyola University Chicago

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

I affirm that I am an affiliate of Loyola University Chicago. ⓘ

Continue

Getting started if you DO NOT already have a CITI account:

You may have the option of registering for a CITI account through your institution. If so, follow your institution’s instructions on how to create an account. After you have an account, follow the steps above to affiliate that account with Loyola University Chicago.

If you do not already have a CITI account and do not have the option of registering for one through your institution, go to <http://www.citiprogram.org> Click **Register**.

This will bring you to a page with two options. You want the first option: **Select Your Organization Affiliation**. Search for “Loyola University of Chicago.”

CITI PROGRAM English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

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. ⓘ

Selecting “Loyola University Chicago” will bring up two check boxes. Click to **agree** to the terms of service and then again to **affirm** that you are an affiliate of Loyola University Chicago. Then click **Continue to Create Your CITI Program Username/Password** and follow the steps to create an account.

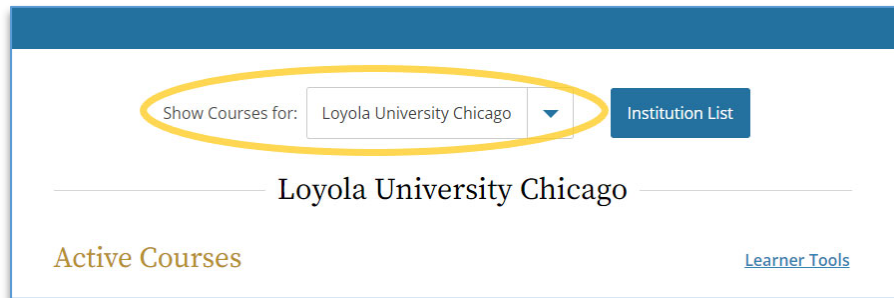
The screenshot shows the CITI PROGRAM registration interface. At the top, there is a logo for CITI PROGRAM and a language selector set to English. Below the logo are three navigation links: LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER. The main content area is titled "CITI - Learner Registration" and shows a progress bar with steps 1 through 7, where step 1 is active. The current step is "Select Your Organization Affiliation". It includes a search box containing "Loyola University Chicago" and a list of results. Below the search box, there are two checked checkboxes: "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." and "I affirm that I am an affiliate of Loyola University Chicago." At the bottom, there are two buttons: "Continue To Create Your CITI Program Username/Password" (highlighted with a yellow oval) and "Continue To SSO Login / Instructions".

Adding CITI courses:

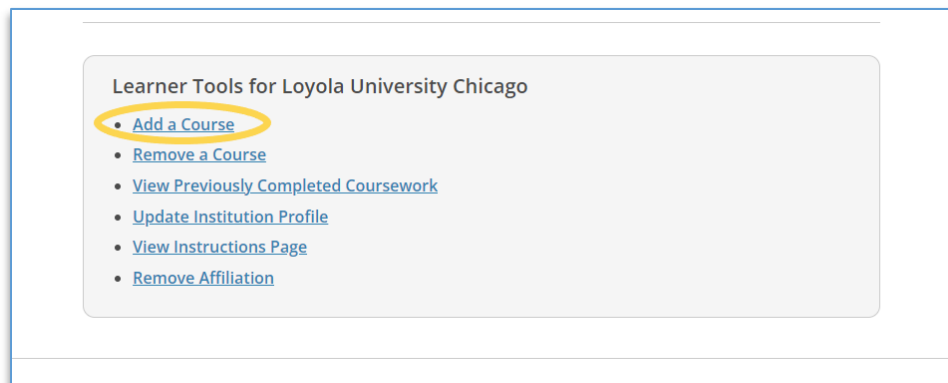
In the process of affiliating with Loyola University of Chicago, CITI may automatically take you to the page to add your courses. If not, find ‘Loyola University of Chicago’ on the main page and click **View Courses**. Or, use the top menu and click **My Courses**.

The screenshot shows the "Institutional Courses" page. The title "Institutional Courses" is centered at the top. Below the title, there is a paragraph explaining that institutional courses are available to learners with affiliations. It includes links for "add an affiliation" and "remove an affiliation". Below this text, there is a list of affiliations. The first entry is "Loyola University Chicago", which has a "View Courses" button next to it (highlighted with a yellow oval). Below this, there are two questions: "Would you like to affiliate with another Institution?" with an "Add Affiliation" button, and "Would you like to remove an existing affiliation?" with a "Remove Affiliation" button.

At the top of the 'My Courses' page, make sure you are showing courses for Loyola University Chicago.



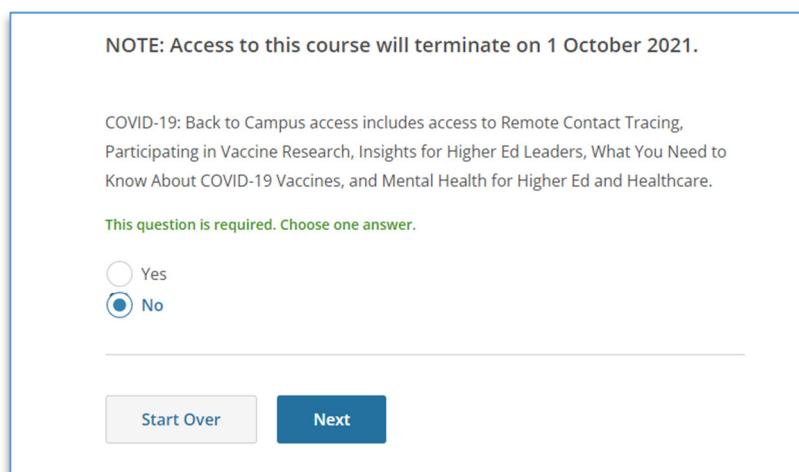
At the bottom of the 'My Courses' page, click **Add a Course**.



Selecting the right CITI courses:

To select the correct courses, you will need answer a series of questions.

First, you may be asked if you want to register for a 'COVID-19: Back to Campus course.' This course is not required and you can respond **No**. Then click **Next**.

A screenshot of a survey question. At the top, it says "NOTE: Access to this course will terminate on 1 October 2021." Below that, the text reads: "COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare." Underneath, it says "This question is required. Choose one answer." There are two radio button options: "Yes" (which is unselected) and "No" (which is selected). At the bottom, there are two buttons: "Start Over" and "Next".

Now you will need to select the right user group. Select **LUC Sponsored Research Personnel**. Click **Next**.

CITI Course Enrollment Questions

[View Instructions Page](#)

Question 2

Select the appropriate user group for the reason you are here today:

This question is required. Choose one answer.

- LUC Faculty & Staff Not Currently Involved in Research
- LUC Health Sciences Division Faculty/Personnel
- LUC Sponsored Research Personnel**
- Human Subjects Research Courses

The last page has a long list of options.

If you are working with human subjects and are completing this course as a requirement of IRB approval, you will select Group 1, which is the first option. You do not need to select any other options and can scroll to the bottom to click Next.

[View Instructions Page](#)

Question 5

Questions for LUC Faculty Currently Conducting Research

Human Subjects Research

Select the group appropriate to your research activities.

This question is required. Choose all that apply.

- Group 1:** Select Group 1 if you are conducting research involving human subjects unless you are conducting research that is purely biological/medical in nature.
- Group 2:** Only select Group 2 if your study is purely biological/medical in nature.
- Not involved in human subject research and do not need to be certified by the Loyola University IRB.

If you are working with animals and are completing CITI training as a requirement of IACUC approval, you will scroll past the first few options and select the option that says **The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.** It is not required, but you have the option of specifying the animal species you will be working with. Once you are done, scroll to the bottom of the page and click, **Next.**

The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.

If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now. For all personnel, choose the appropriate species-specific courses below depending on your work or interests:

I work with frogs, toads or other amphibians.

I work with mice.

I work with rats.

I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.

I work with hamsters.

I work with gerbils.

I work with guinea pigs.

I work with rabbits.

I work with cats.

I work with dogs.

I work with swine.

I work with non-human primates (NHP).

Working With Animals in Biomedical Research - Refresher Course

Completing your required courses:

You will see your course in 'Courses Ready to Begin,' or 'Active Courses.' If you are affiliated with another institution and have completed their CITI training, you may see that some or most of the modules are already completed. You will only need to take the modules that are not yet completed. Click **Start Course** or **Continue Course** and follow the CITI instructions to complete the required course.

Loyola University Chicago

Active Courses [Learner Tools](#)

Loyola University Chicago
Group 2 study is purely biological/medical
Stage 1 - Basic Course

2 / 13 modules completed

[Continue Course](#)

Downloading your Completion Report:

Once you've completed all the modules on the course with a passing score, you will need to download a Completion Report for the IRB or IACUC. You can access these reports in several places – from the 'My Courses' page, the 'My Records' page, and from the page that appears when you finish your course.

The screenshot shows the Citi Program interface. At the top left is the Citi Program logo. Navigation links include 'My Courses', 'My Records', 'My CE/CMEs', and 'Support'. A search bar and a language dropdown set to 'English' are on the right. Two yellow arrows point to 'My Courses' and 'My Records'. The main content area has a blue background with the text 'Investigators, Staff and Students' and 'Loyola University Chicago'. It states: 'You completed the mandatory elements of this course on 06-Oct-2021 with a final reported average score of 100%. This is the date and score recorded in the Completion Report sent to your institution.' A large yellow circle contains '100%'. A yellow arrow points to a button labeled 'View - Print - Share Record'.

Click on the **View – Print – Share Record** button for the correct course.

The screenshot shows a list of two completed courses. Each entry includes the university name, course title, stage, a link to the 'Post-Course Survey', and the completion date. The 'View - Print - Share Record' button for the second course, 'Group 1 Lakeside investigator', is circled in yellow.

Loyola University Chicago	Basics of Health Privacy	Stage 1 - Basic Course	Post-Course Survey ⓘ	Passed 22-Sep-2021	Review Course	View - Print - Share Record
Loyola University Chicago	Group 1 Lakeside investigator	Stage 1 - Basic Course	Post-Course Survey ⓘ	Passed 22-Sep-2021	Review Course	View - Print - Share Record

The Loyola IRB and IACUC require a copy of the **Completion Report**. Click **View/Print** for your Completion Report and save it as a PDF.

Loyola University Chicago
ID 460

Group 1 Lakeside investigator

Name	Stage	Completion Date	Expiration Date	Record ID
	1 - Basic Course	22-Sep-2021	21-Sep-2024	

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#) [Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#)

[in Add to LinkedIn](#)

Now you can send your Completion Report PDF to the Loyola PI or research coordinator who is responsible for submitting the IRB or IACUC application!