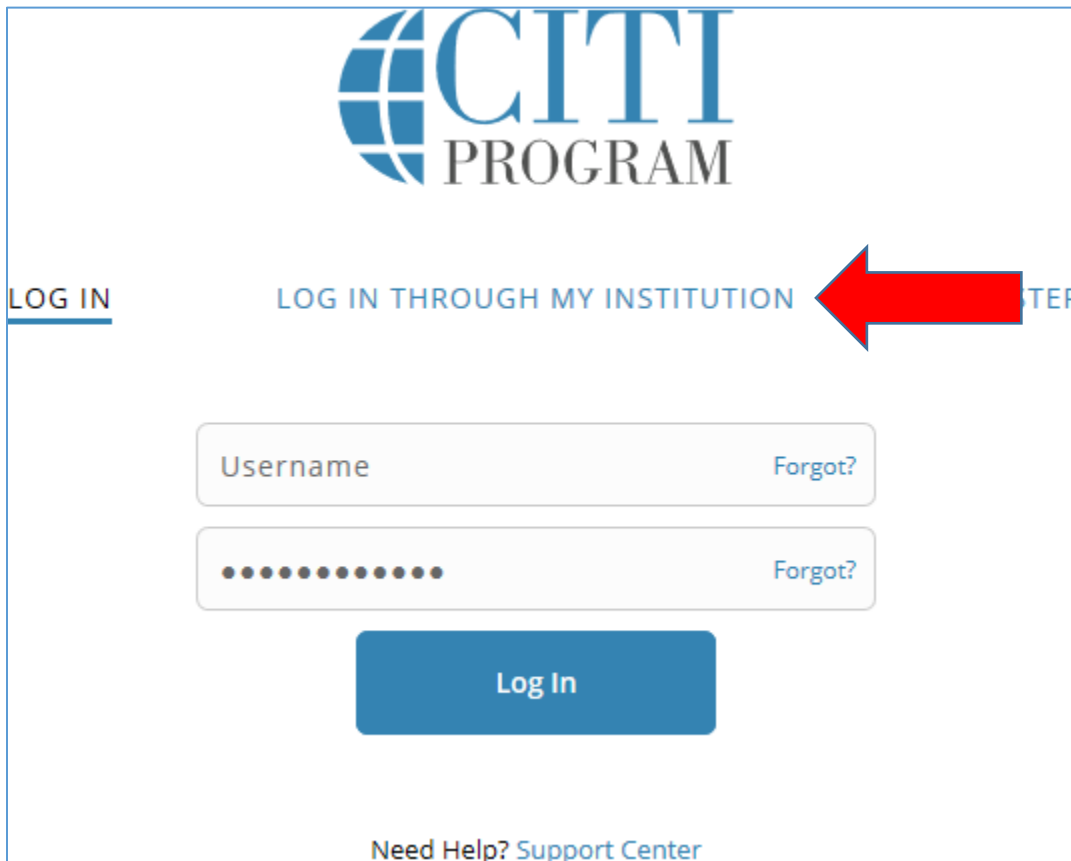


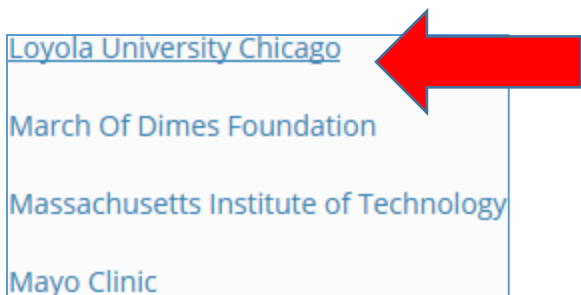


**LUC Health Sciences Division Personnel**

1. Go to <https://about.citiprogram.org/en/homepage/>.
2. You should see the Login button. If not, click on the three black lines on the upper left hand side of the page.
3. Click Login in with my Institution.



4. Scroll; down the list until you see Loyola University Chicago. Click on the link.






5. You will be taken to the Login to Loyola University SSO. Log in with your UVID and Password.

### Login to Loyola University SSO

Username (UVID)

Password

**LOGIN** 

[Forgot your password?](#)


#### About Loyola's Single Sign-on (SSO)

Loyola uses SSO: a service which allows users to provide their username and password once to a trusted service to have their identity securely and seamlessly provided to some of its web applications.

**To Log Out:** Close your browser. It is very important that you log out of SSO when you have finished using the computer, particularly if the computer is in a public place. If you don't logout then subsequent users of the computer may be able to access applications as you.

#### Login instructions:

Use your Loyola UVID and password to connect. If you experience any problems, please clear your browser cache and try again.



**LOYOLA**  
UNIVERSITY CHICAGO





- Under Loyola University Courses you should now see a link for *Basics of Health Privacy for Clinicians*. Click on the link.

Loyola University Chicago Courses			
Course ?	Status ?	Completion Record ?	Survey ?
Basics of Health Privacy	Passed 06-Aug-2018	View-Print-Share	Post-course evaluation
Basics of Health Privacy for Clinicians	Not Started	Not Earned	
Basics of Information Security	Not Started	Not Earned	

- If you do not see Basics of Healthy Privacy listed, you will need to add it manually. Otherwise, skip to Step 12.
- Expand the Loyola University Chicago Courses by clicking on it.

Main Menu / My Courses

- ▶ Loyola University Chicago Courses
- ▶ Affiliate With Another Institution
- ▶ Affiliate as an Independent Learner

- Scroll down until you see My Learner Tools for Loyola University Chicago and click on Add a Course.

My Learner Tools for Loyola University Chicago

- ? Add a Course
- ? Remove a Course
- ? View Previously Completed Coursework
- ? Update Institution Profile
- ? View Instructions page
- ? Remove Affiliation

- Scroll down until you see the CITI Course Enrollment Questions and click on the radio button for the appropriate user group.



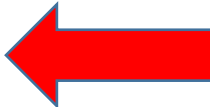
**CITI Course Enrollment Questions**

[View instructions page](#)

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\* Select the appropriate user group for the reason you are here today:  
Choose one answer

LUC Faculty & Staff Not Currently Involved in Research

LUC Health Sciences Division Faculty/Personnel 

LUC Sponsored Research Personnel

[Next](#)

11. Pick the Human Subjects Research group that you belong to and click Next. This will take you back to My Courses.

**Human Subjects Research**

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.  
Choose all that apply

**Biomedical Research Investigators:** 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.

**IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

**Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.

12. Scroll down until you see Required Modules and Click on *Basics of Health Privacy*. This is the required annual HPAA Training for all faculty and staff.

[Basics of Health Privacy for Clinicians](#) 

13. Complete the Integrity Assurance Statement before beginning the course.



Complete The Integrity Assurance Statement before beginning the

14. Check the box to accept, then click the submit button.

**Check the box to accept, then click the Submit button:**

I AGREE to the above, the [Terms of Service](#), and the [Privacy Policy](#), in order to access CITI Program materials.

**Submit**

15. Click on *Basics of Health Privacy* to begin the training. (The link will now be lit up.)

Required Modules		
	Date Completed	Score
<a href="#">Basics of Health Privacy (ID: 1417)</a>	Incomplete	0/0 (0%)

16. At the end of the training. Click on Take the quiz for Basics of Health Privacy. You must score at least 80% to receive credit. You may retake the course as many times as necessary.

[Take the quiz for Basics of Health Privacy](#)

[View Post-Course Completion Options](#)

17. You must also complete Health Privacy Issues for Clinicians and take the quiz.

Required Modules		
	Date Completed	Score
<a href="#">Basics of Health Privacy (ID: 1417)</a>	Incomplete	0/0 (0%)
<a href="#">Health Privacy Issues for Clinicians (ID: 1418)</a>	Incomplete	0/0 (0%)

18. In order to receive credit for completing the training you must answer at least 80% of the questions correctly for both Basics of Health Privacy and Basics of Health Privacy for Clinicians. This is the required annual HPAA Training for the Health Sciences Division.



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HIPAA Training via CITI Program

If you have questions or need additional help, please contact us as [hipaa-privacy@luc.edu](mailto:hipaa-privacy@luc.edu).