

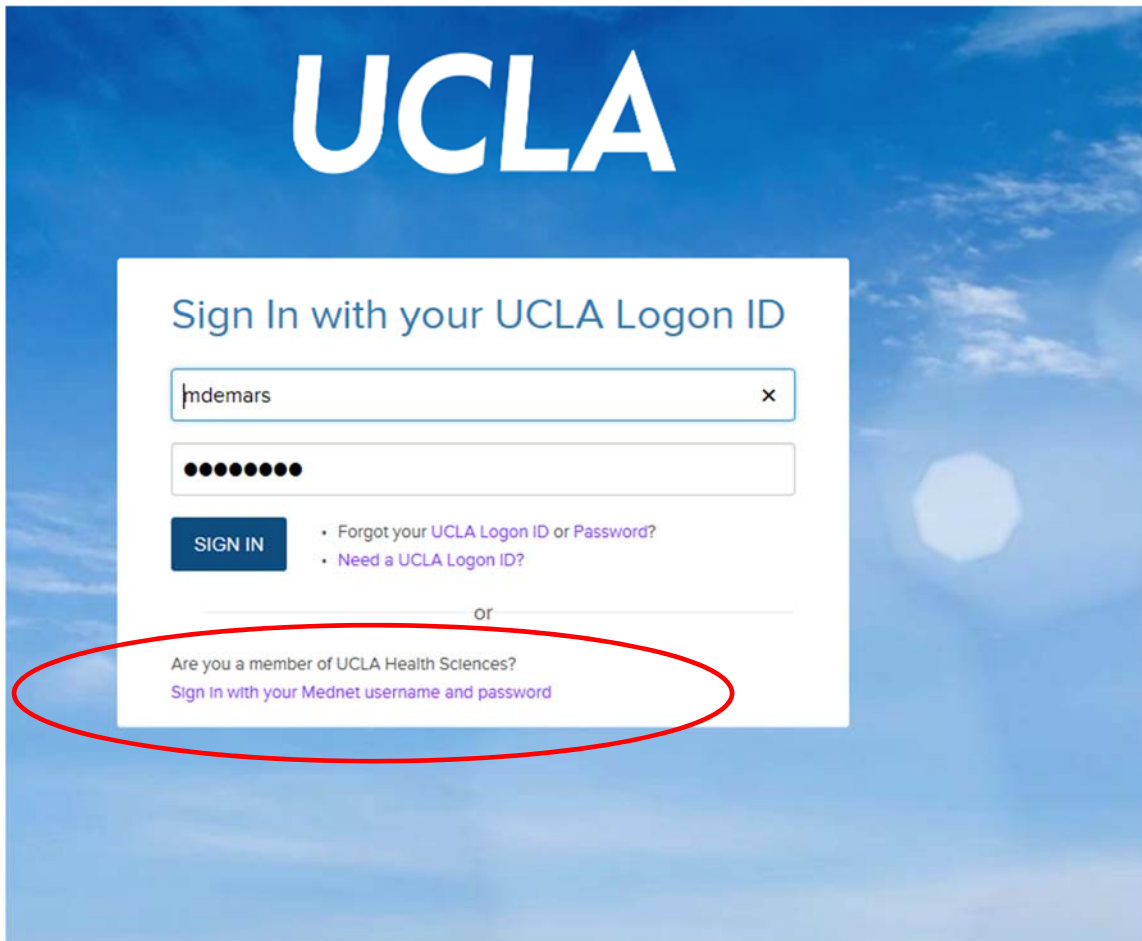
Please visit the CITI website: www.citiprogram.org

Click on the Login button at the top of the homepage

Signing-In

You will be presented with 3 options: Log In, Log In through My Institution, or Register.

- If you already have a CITI account, please Log In using those credentials.
- Otherwise, please choose Log in through My Institution utilizing Single Sign-On technology. Select the University of California Los Angeles from the list and then choose *Sign in with your Mednet username and password*. (If you prefer, you may use a Bruin online account for Single Sign-on instead of your Mednet account.)
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Associating your Mednet account with CITI

Indicate you do not already have a CITI account on this screen and select *Create a New CITI Program Account*

The screenshot shows the CITI PROGRAM logo at the top left and the word "English" at the top right. Below the logo are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION" (which is underlined), and "REGISTER". The main content area is divided into two sections. The first section is titled "Associate your SSO account with a CITI Program account" and contains the text "Please choose an option:" followed by two radio button options: "I already have a CITI Program account." and "I don't have a CITI Program account and I need to create one." The second section is titled "Create a new CITI Program account" and contains the text "By clicking the button below, you will create a new CITI Program account." followed by a blue button labeled "Create A New CITI Program Account".

Choosing your Curriculum

Once inside the application, choose *Add a Course*

The screenshot shows the CITI PROGRAM header with the logo and the text "Collaborative Institutional Training Initiative". To the right of the header is a search bar labeled "Search Support Center". Below the header is a navigation menu with links for "Main Menu / My Courses", "My Profiles", "My Records", "My CEUs", and "Support". Below the navigation menu is a message: "We have updated this site with a new format. We think you'll like it, particularly if you access CITI Program using a smartphone or tablet. If you don't, you can switch back to 'Classic' format at any time." Below the message are two buttons: "Yes, I'll try the 'New' format." and "No thanks, I like it the way it is." Below the buttons is a section titled "University of California, Los Angeles (UCLA) Courses" with a sub-header "Add a Course". Underneath is a box titled "My Learner Tools for University of California, Los Angeles (UCLA)" containing a warning message: "You are not enrolled in any courses for this institution. Click here to complete your enrollment." Below the warning message is a list of learner tools: "Add a Course", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". A red arrow points to the "Add a Course" link. Below the learner tools box are two more buttons: "Affiliate With Another Institution" and "Affiliate as an Independent Learner".

You will then be presented with 13 questions regarding available coursework.

Item 2, HIPAA Clinical Research Course is the only course you are required to take.

However, if you would like to learn more about the history, rationale, conduct and ethics of clinical research, you will find Item #1 (Basic Scientists), Item #8 (Good Clinical Practice) and Item #9 (Biomedical Responsible Conduct of Research) most interesting.

Please note: You are required to answer Questions 4, 5 and 10. Please answer No.

CITI - Learner Registration - University of California, Los Angeles (UCLA)

Steps : 1 2 3 4 5 6 **7**

Select Curriculum

* Indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click [here](#) to review the University of California, Los Angeles (UCLA) instructions page.

Question 1

Human Subjects Protection

Select the learner group that most closely reflects your research activities. You will be enrolled in the Basic Course for that Group. If you/your PI submit to both the Medical IRB(s) and the General Campus IRB(s) then select Biomedical Researchers & Staff as your learner group.

Choose all that apply

- Biomedical Researchers & Staff: investigators/staff submitting to the medical IRBs
- Social & Behavioral Researchers & Staff: investigators/staff submitting to the general campus IRBs
- General Campus IRB Committee Members
- Medical Campus IRB Committee Members
- Basic Scientists
- OHRPP Staff: staff employed by UCLA Office for Human Research Protection Program
- University Officials & Staff
- University of California Los Angeles Responsible Conduct of Research for Affiliates.
- No human research courses needed. (exclusively animal research)

*** Question 2**

Would you like to take the Health Insurance Portability and Accountability Act (HIPAA) Clinical Research course? This course is required if your research involves the use of Protected Health Information and you haven't previously completed the UCLA HIPAA Clinical Research course.

Choose one answer

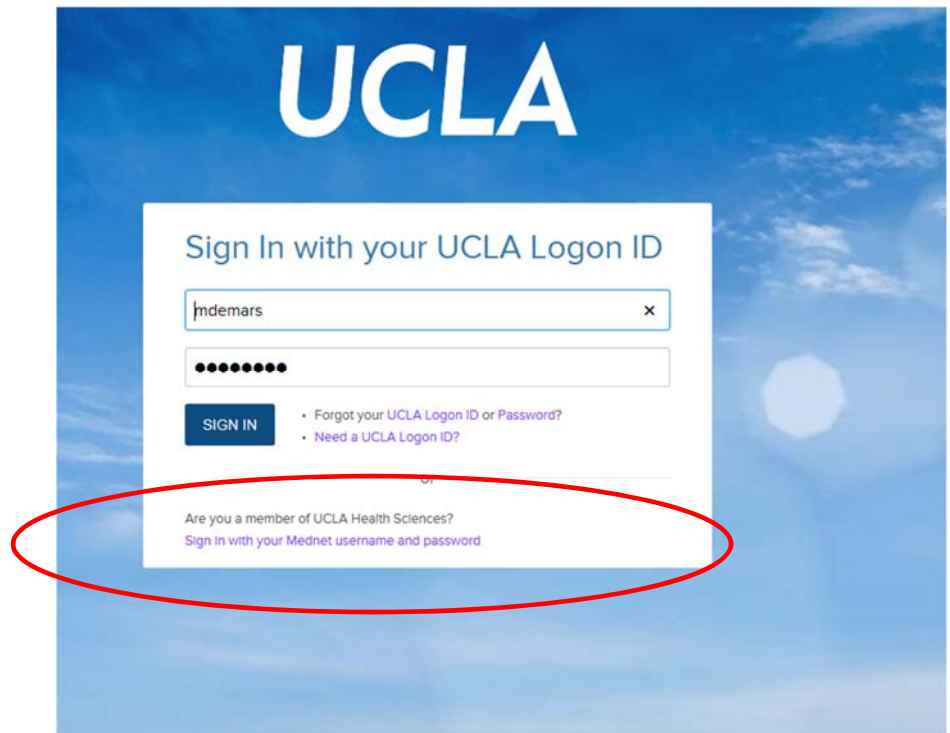
- Yes
- No

Question 3

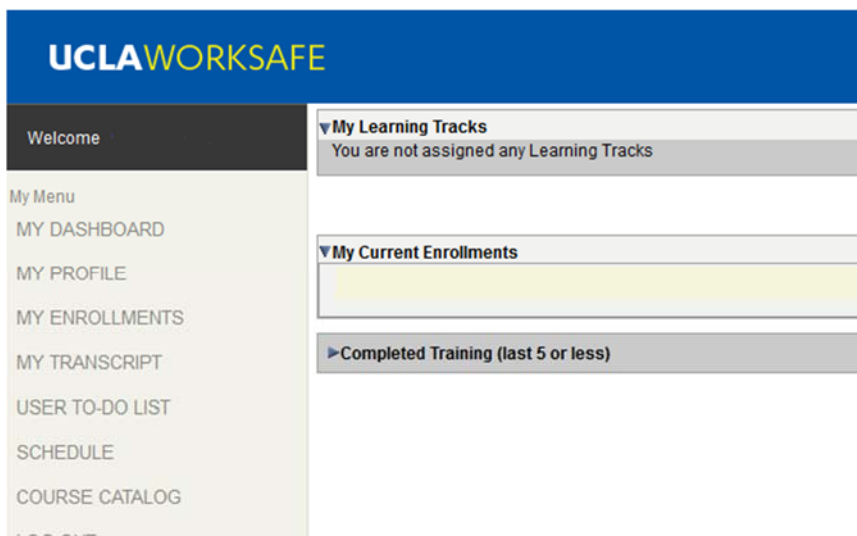
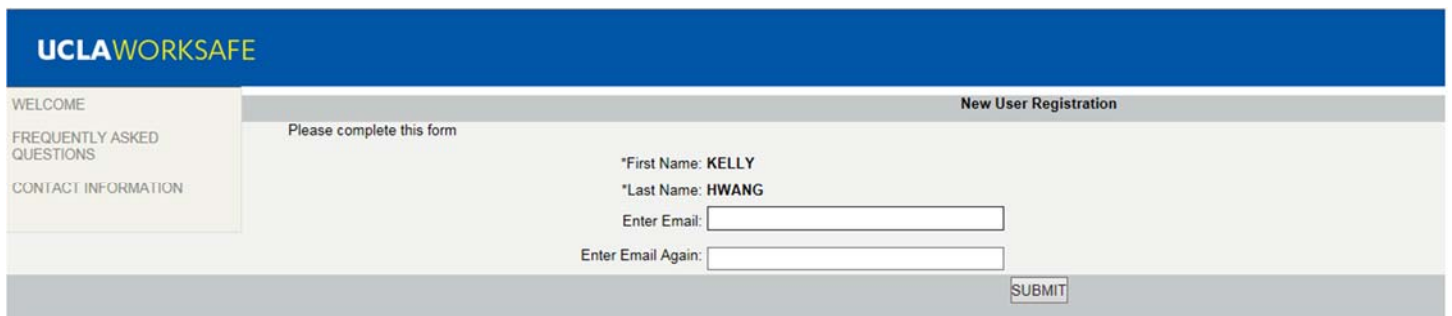
Following completion of the course, please print your completion certificate and give to your supervisor.

Please logon to the UCLA EHS Worksafe website: <https://worksafe.ucla.edu>

You may use your Mednet account or Bruin Online email to sign-in.



Next, complete the New User Registration page



Once you have accessed the site:

- 1) Select Course Catalog from the menu
- 2) Then choose Online Course Catalog
- 3) Once you have found BIO-IBC-OL, “NIH Guidelines for UCLA Researchers: IBC Compliance Training” in the list, click Launch on the far, right-side of the page.

A video will begin to play...

The screenshot shows a web-based training interface for UCLA IBC Compliance. On the left is a 'Menu' with various topics like 'Introduction and Objectives', 'Roles and Responsibilities', and 'Risk Assessment'. The main content area is titled 'Please indicate if you work with any of these materials.' and contains a list of 12 items, each with a radio button for 'YES' or 'NO'. The 'YES' button is highlighted in green. The items are:

- Recombinant or Synthetic DNA/RNA (plasmids, cloned materials, oligonucleotides, siRNA)
- Viral vectors (e.g., lentivirus, retrovirus, adenovirus, AAV)
- Genetically modified animals, microbes, plants, insects, cells/cell lines, products
- Human products; including blood, tissues, bodily fluids, clinical specimens
- Non-human primates, bats, sheep, goats or their products
- Immortalized or primary human, primate, bat or other infected/potentially infected cell lines
- Animal models of disease or field research which may involve infected animals
- Infectious material including bacteria, viruses, parasites, fungi or prions
- Toxic plant, animals, insects, microorganisms or cells
- Select Agents or toxins of biological origin in any amount
- Other biological material, not listed above

 At the bottom of the form is a 'Submit Answers' button. The page number '7 of 39' and a 'PREV' button are also visible.

Approximately 5 minutes into the training, you will be asked to identify the different hazards you may encounter on your job. Please select “Yes” to Human Products and to any other applicable hazards. Select “No” to all items that do not apply. Submit your Answers.

Following completion of the course, please print your completion certificate and give to your supervisor.