

## Instructions for CITI Training Modules

Training in a variety of subjects is available to WSU affiliated subscribers via the Collaborative Institutional Training Initiative (CITI) online platform. CITI ethics training and education is used at more than 2,100 organizations worldwide.

This document provides instructions on how to register with CITI and complete WSU's core content.

### *How do I enroll in CITI?*

- Go to [citiprogram.org](http://citiprogram.org)
- In the log-in area in the upper right-hand corner, click Register
- Select your organization affiliation, type Winona State University or find it in the dropdown
- Accept the terms of use
- Click Continue
- Provide your profile information (use your WSU email)
- Complete the remaining registration steps and then Finalize Registration
- Once you've finalized registration, CITI will send an email with your username, account number, and links for support if you're having trouble logging in

### *How do I begin a course?*

- Go to [citiprogram.org](http://citiprogram.org)
- In the upper right log-in area, click the blue Log In button
- Log in using your username and password
- You'll be taken to your personal dashboard page where you can make changes to your information, view completed courses, etc.
- Click the View Courses button in the Institutional Courses section, next to "Winona State University"
- On the Winona State University page, click Learner Tools (or scroll down to the bottom of the page to the Learner Tools section)
- In the Learner Tools section, click Add a Course
- On the Select Curriculum page, select the title of the course to begin a new course or continue with a course you started earlier
- Scroll to the bottom of the course list and click Submit
- Click Start Now to begin the course
- Agree to the terms of service and click Submit
- Click Start to begin working through the list of required modules for each course

### *How do I complete a course?*

- Once you've clicked Start for a course module, review the module content
- Each module concludes with a 3-5 question quiz which you can start by clicking Take the Quiz at the bottom of the page
- Click Submit when you've finished the quiz
- Once you've submitted the quiz, you'll see results for each question
- If you'd like to re-take the quiz, you can select Retake Quiz at the bottom of the page, or you can select Gradebook and re-start the module
- You must score a cumulative 80% for the course (not individual modules) to successfully complete the course
- At the top of the Gradebook page, you can see a summary of modules completed and cumulative score for quizzes completed so far
- You can jump out of and return to a module, quiz, or course at any time

### *How do I jump back into, re-take, or review a course?*

- Log in to CITI and select View Courses next to "Winona State University"
- The Winona State University course page will show courses you've enrolled in and the status for each one
- You can Start a course not yet completed or Review a completed course
- You can also scroll down to the Learner Tools section, click View Previously Completed Coursework, and see the status of and access your courses

### *How do I generate proof of completion?*

- When you have completed a course, select View Post-Course Completion Options on the final quiz page
- Click Access Completion Records
- Choose Completion Report (similar to a transcript) or Completion Certificate
- You can also generate a permanent link to your completion records
- Shortly after you complete a course, you'll receive an email that can serve as a proof of completion. The email will also provide permanent links to your completion record.
- You can also select Records in the top navigation bar. On the Records page, click View-Print-Share in the summary of each course to access your proof of completion.

### ***In which courses should I enroll?***

Winona State subscribes to a number of CITI courses, in which any affiliated member can enroll. However, university policies currently require the completion of CITI training as follows:

- Responsible Conduct of Research – for all National Science Foundation (NSF) supported personnel *[choose the course that best fits your area of research]*
  - Biomedical Sciences
  - Engineering Sciences
  - Humanities
  - Physical Sciences
  - Social, Behavioral Sciences
  - Research Administrators
- Conflicts of Interest – for all Public Health Service (PHS) / National Institutes of Health (NIH) supported personnel *[complete all CITI modules plus the [NIH tutorial](#)]*
- Laboratory Animal Research – for all investigators submitting new IACUC protocols *[Basic course required for all faculty and staff investigators plus the species-specific course that best fits your area of research; student investigators must complete the Animal Care & Use module in D2L]*
  - Mice, rats
  - Wildlife
  - IACUC members
  - Frogs, toads, amphibians
  - Mice, *Muridae cricetidae*
  - Rats, *Rattus*
  - Fish
  - Zebrafish
  - Reptiles
  - (Many other species are also offered)

More detailed instructions for how [To Enroll in a Course](#)

More detailed instructions for how [To Start the Course](#)

### ***Questions:***

Technical issues should be addressed to [support@citiprogram.org](mailto:support@citiprogram.org) or 888-529-5929

Questions regarding your requirements: [Brett Ayers](#), Human Protections Coordinator | IACUC Compliance Officer