

CITI Instruction Sheet

(Collaborative Institutional Training Initiative)

www.citi.pitt.edu

The University of Pittsburgh requires the completion of CITI training modules for all individuals involved in research.

Go to the Research Conduct and Compliance [website](#) to access detailed information on training courses and requirements.

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 found at: <http://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. If you completed the CITI training using by selecting UPMC as your participating site, you must still go to the Pitt CITI Access Portal to affiliate with the University of Pittsburgh.

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 citi@pitt.edu and we will be happy to assist you.

*Important: Access CITI using the **Pitt Portal** at www.citi.pitt.edu*

***Do Not** go directly to CITI as Pitt is not selectable as a participating institution on their site.*

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 citi@pitt.edu before proceeding

Step 2: Go to www.citi.pitt.edu, click **Login**, and enter your HSConnect account information. You will be asked a series of questions when creating your CITI account and Step 3 is important if you wish to merge an account from another institution.

University of Pittsburgh | CITI Access Portal

Home Login FAQ Contact us

Welcome University of Pittsburgh and UPMC Researchers

[General Information \(PDF\)](#)

[Instruction Sheet for Accessing and Navigating CITI \(PDF\)](#)

LOGIN

POWERED BY HSConnect

Email

Password

Sign In

Don't have an account? [Create one now!](#)

Forgot your password? [Recover it here.](#)

Need technical assistance? [Contact our helpdesk.](#)

Step 3: This page will be 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 CITI 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 CITI Account](#)

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

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

University of Pittsburgh Courses

Course | Status | Completion Report | Survey

My Learner Tools for University of Pittsburgh

! You are not enrolled in any courses for this institution. Click here to complete your enrollment.

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

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

Select CITI Courses

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

Step 2: Click on **Add a Course** to select your curriculum.

My Learner Tools for University of Pittsburgh

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

Step 3: Choose your courses and then click on the Next button displayed at the bottom of the page. Below is an example of the course display. Click on the name of the course to be directed to the page to start the modules.

University of Pittsburgh Courses			
Course	Status	Completion Record	Survey
Biomedical Researchers (includes fellows, residents, and medical students)	Passed 02/02/2015	View/Print Share	Post-course evaluation
Conflicts of Interest	Passed 10/23/2015	View/Print Share	Post-course evaluation
Good Clinical Practice Course (US FDA focus)	Passed 02/05/2015	View/Print Share	Post-course evaluation
Health Information Privacy & Security	Not Started	Not Earned	
Responsible Conduct of Research	Not Started	Not Earned	

*If you selected the incorrect learner group, revise using **Add a Course** or **Remove a Course**.

If you select a course already completed, another option is displayed to allow you to select the Refresher course to avoid retaking the Basic course.

Your answers to the previous questions have placed you in Biomedical Researchers (includes fellows, residents, and medical students) Group, Stage 1. Basic Course. Your previously completed coursework in this group places you in Stage 2. Refresher Course. Please choose your proper placement for *Biomedical Researchers (includes fellows, residents, and medical students) Group*:

- Stage 1. Basic Course
- Stage 2. Refresher Course

Submit

If you click on [Remove a Course](#) the following information is displayed.

The courses in which you are currently enrolled at are listed below. Your most recent record is shown for each course. Select the courses you want to remove from your curriculum. Click the Submit button when you are done.

Note: Removing a course will un-enroll you from the group. When you are un-enrolled from the group you will not receive expiration notices and will not be automatically enrolled in the next stage when the current stage expires.

Check to Remove	Course	Stage	Completion Report #	Completion Date	Expiration Date
<input type="checkbox"/>	Biomedical Researchers (includes fellows, residents, and medical students)	Refresher Course	14641830	02/02/2015	02/02/2019
<input type="checkbox"/>	Conflicts of Interest	Basic Course	17699726	10/23/2015	10/23/2019
<input type="checkbox"/>	Good Clinical Practice Course (US FDA focus)	Basic Course	23565768	02/05/2015	02/04/2018
<input type="checkbox"/>	Health Information Privacy & Security	Basic Course	23565770	Due Now	
<input type="checkbox"/>	Responsible Conduct of Research	Basic Course	23565769	Due Now	

Step 4: You are now redirected back to the CITI Main Menu. Scroll to the University of Pittsburgh Courses section and click on **Name** of the course you wish to complete.

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

- ▶ DEMO Courses
- ▶ PRIM&R MEMBER Courses
- ▼ University of Pittsburgh Courses

Course	Status	Completion Report	CE Eligibility	Survey
Conflicts of Interest	Incomplete	Not Earned	Available	
Good Clinical Practice Course (US FDA focus)	Incomplete	Not Earned	Not Available	
Responsible Conduct of Research	Not Started	Not Earned	Not Available	
Social & Behavioral Research - Basic/Refresher	Incomplete	Not Earned	Available	

My Learner Tools for University of Pittsburgh

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Step 5: You are required to complete the [Integrity Assurance Statement](#) statement before access to the modules is permitted. Courses do not have to be completed in one session and there is no limit to the number of times you can take the quizzes. The module requirements and passing score is displayed with each course.

Responsible Conduct of Research - Basic Course

To pass this course you must:

- Complete all 7 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score

0%

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules

	Date Completed	Score
Authorship (RCR-Basic) (ID: 16597)	Incomplete	0/0 (0%)
Collaborative Research (RCR-Basic) (ID: 16598)	Incomplete	0/0 (0%)
Data Management (RCR-Basic) (ID: 16600)	Incomplete	0/0 (0%)
Mentoring (RCR-Basic) (ID: 16602)	Incomplete	0/0 (0%)
Peer Review (RCR-Basic) (ID: 16603)	Incomplete	0/0 (0%)
Research Misconduct (RCR-Basic) (ID: 16604)	Incomplete	0/0 (0%)
Plagiarism (RCR-Basic) (ID: 15156)	Incomplete	0/0 (0%)

Step 6: Once you have completed and passed a course, you can easily access your Completion Report Certificate to view, print, or share electronically. CITI completion reports are transmitted nightly and will be displayed in the Pitt HSConnect database within **24-48 hours** after completion. Therefore, access to the on-line applications (e.g., PittPRO, OSIRIS, ARO) are not immediate.

University of Pittsburgh Courses			
Course	Status	Completion Record	Survey
Biomedical Researchers (includes fellows, residents, and medical students)	Passed 02/02/2015	View/Print Share	Post-course evaluation
Conflicts of Interest	Passed 10/23/2015	View/Print Share	Post-course evaluation

Step 7: Some of the courses may be eligible for CE credits and are awarded by the University of Miami for a nominal fee. Click on "My CEUs" on the main menu page for more information.

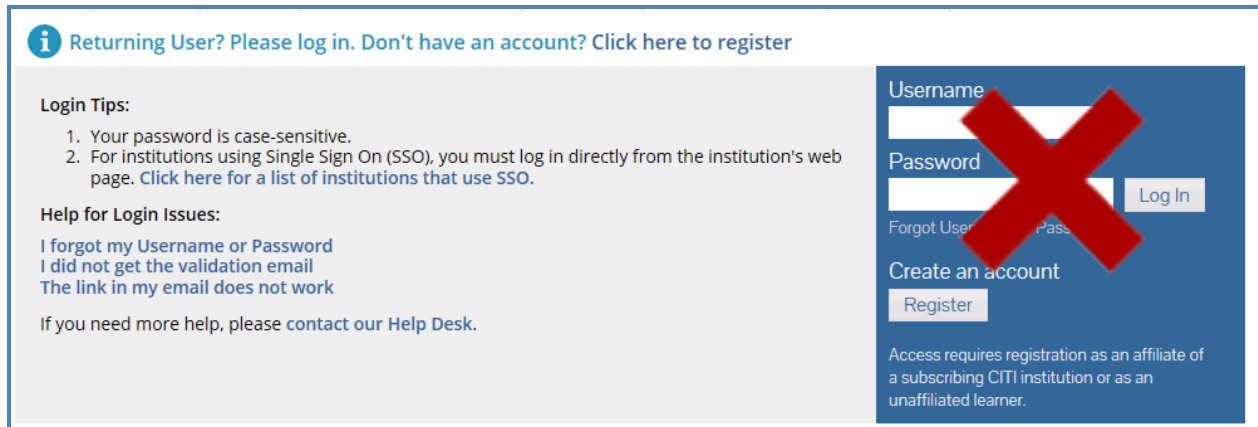
Users with existing CITI accounts from other institutions

- When you enter the Pitt CITI portal for the first time, you will be asked if you have an existing CITI account. You must know your CITI username and password **from the other institution** in order to link courses previously completed. You will obtain credit for modules that were completed within the past 2 years and were NOT refresher courses.

Important: You will only have the opportunity to link your CITI accounts during your initial login to the Pitt CITI access portal

Change your Profile (password, email, etc.)

- Go to www.hsconnect.pitt.edu to **update your profile**
 - HSConnect is used to authenticate all users for CITI and the IRB application
- Do **NOT** update your profile on the CITI website



i Returning User? Please log in. Don't have an account? Click here to register

Login Tips:

1. Your password is case-sensitive.
2. For institutions using Single Sign On (SSO), you must log in directly from the institution's web page. [Click here for a list of institutions that use SSO.](#)

Help for Login Issues:

- [I forgot my Username or Password](#)
- [I did not get the validation email](#)
- [The link in my email does not work](#)

If you need more help, please contact our Help Desk.

Username
Password

[Forgot Username](#) [Forgot Password](#)

Create an account

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.