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.

**Table of Contents**

- Creating your Pitt CITI account
- Select your CITI courses
- Users with existing CITI account from another institution

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](http://www.hsconnect.pitt.edu), create your Pitt account and then go to **Step 2**
- **If Uns̃ure,** contact us at citi@pitt.edu before proceeding

**Step 2:** Go to [www.citi.pitt.edu](http://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.

**Step 3:** This page will be displayed only once for first time users so existing CITI accounts can be linked

**Step 4:** Use the [Click here](http://example.com) link to complete the enrollment process

*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.

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.

*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.

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

**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.

**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.
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 hours** after completion. Therefore, access to the on-line applications (e.g., OSIRIS, ARO) are not immediate.

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.
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](http://www.hsconnect.pitt.edu) to update your profile
  - HSConnect is used to authenticate all users for CITI and IRB application OSIRIS
- Do **NOT** update your profile on the CITI website