Memorial Sloan Kettering
Cancer Center

Human Subjects Protection (HSP) Certification

BASIC COURSE

## (For initial HSP certification only)

Creating a CITI Account

How To Create a CITI Account

You will need to create a CITI account in order to take courses

1. Navigate to www.citiprogram.org. Click the **'Register'** button on the top left of the screen.

2. A separate screen will open/pop-up:
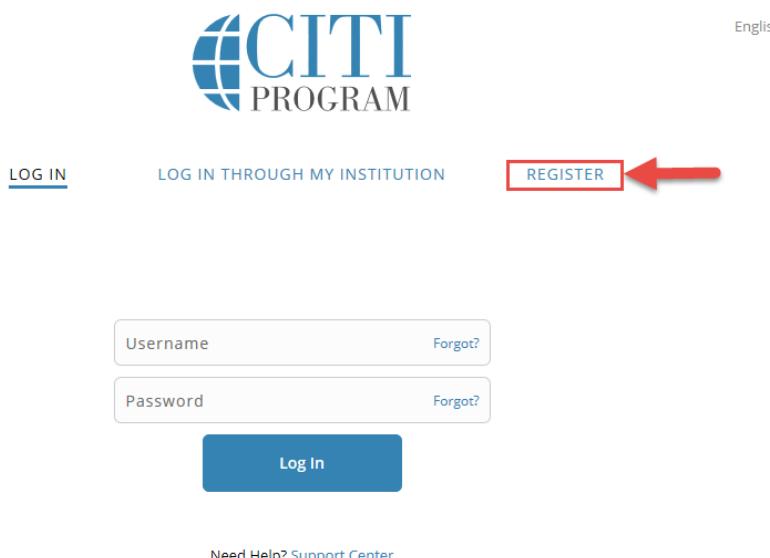
How To Create a CITI Account

3 Under 'Select Your Organization Affiliation', type **'Memorial Sloan-Kettering Cancer Center'** (use hyphen) until it appears; then select.

4 Check the **'Terms of Service'** box and the affirmation statement box

5 Click the **'Continue to Create your CITI Program Username/Password'** button.

Do not select Independent Learner registration

How To Create a CITI Account

6 Enter the required **Personal Information** (First Name, Last Name, e-mail address) and click the 'Continue to Step 3' button. Please enter your correct MSK Email address (if applicable). If you do not enter your correct MSK Email address, your certifications will not upload automatically into PIMS

CITI - Learner Registration - Memorial Sloan-Kettering Cancer Center

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

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

Use your MSK email address

We urge you to provide a second email address, if you have one, in case messages are bl[ocked] [so you can] access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

If you do not have an MSK email address, enter your personal email address

Continue To Step 3

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How To Create a CITI Account

7 Create a **User Name, Password, and Security Question/Answer**, then click the **'Continue to Step 4'** button.

CITI - Learner Registration - Memorial Sloan-Kettering Cancer Center

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

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   *** Verify Password**

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer
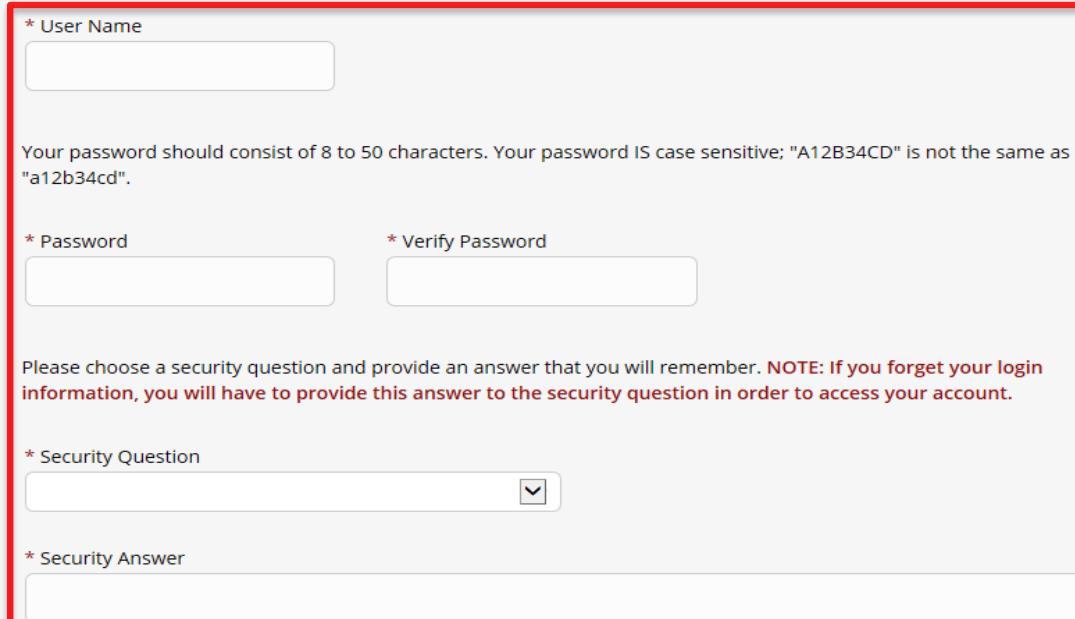
Continue To Step 4

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How To Create a CITI Account

8 Answer the **Country of Residence** and contact questions, then click the **'Continue to Step 5'** button.

CITI - Learner Registration - Memorial Sloan-Kettering Cancer Center

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

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⊚

○ Yes
○ No

* May we contact you about participation in voluntary research surveys after you complete your CITI Program coursework? ⊚

○ Yes
○ No
○ Not sure. Ask me later.

Continue To Step 5

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How To Create a CITI Account

9 Select your preference for **Continuing Education Unit (CEU)** credits and survey participation, then click the **'Continue to Step 6'** button.

Note: If staff are interested in obtaining CEU credits, they must pay the cost upon completion of the course.

How To Create a CITI Account

10 Enter MSK's required information, then click the 'Continue to Step 7' button

CITI - Learner Registration - Memorial Sloan-Kettering Cancer Center

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

Please provide the following information requested by Memorial Sloan-Kettering Cancer Center

* indicates a required field.

Language Preference

* Memorial Sloan Kettering Cancer Center E-mail Address
Please note if you do not have an MSK e-mail address, you should enter your own personal e-mail address. Do not enter another MSK staff member's e-mail address.

* Gender

* Highest degree

* Employee ID#

* Department

* What is your role in research?

* Office Phone

Home Phone

Continue to Step 7
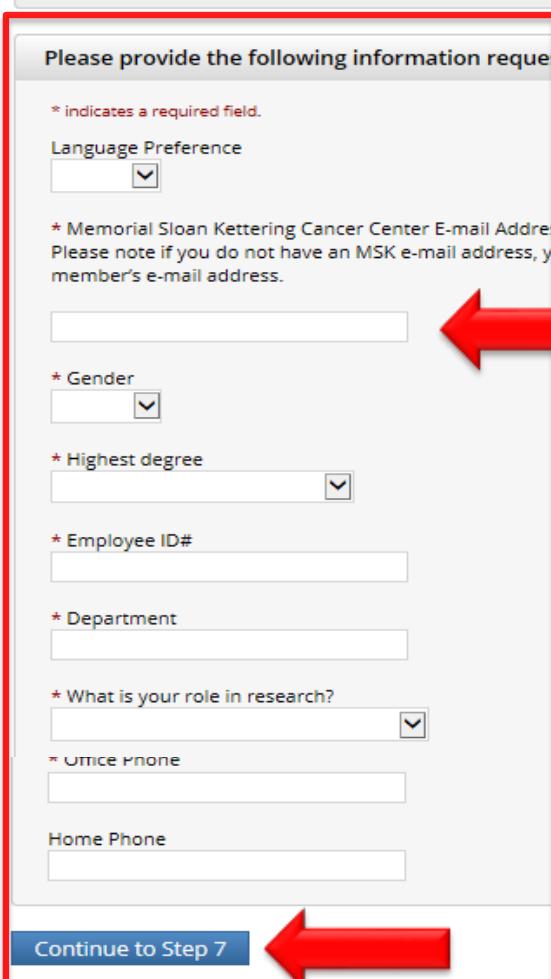
Note: Use your MSK e-mail address to register. If you do not enter your correct MSK Email address, your certifications will not automatically upload into PIMS

If you do not have an MSK email address, you should enter your personal email address.

Do NOT enter another MSK staff member's email address.

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How To Create a CITI Account

11 Select 'Basic Course' and then select **'Next'.**

DO NOT COMPLETE ANY REFRESHER COURSES.

CITI - Learner Registration

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

* indicates a required field.

* Do you need to complete a basic or refresher course?

Choose one answer

○ Basic Course ← **DO NOT COMPLETE REFRESHER COURSE**

○ Refresher Course

"** NOTE: You will not receive credit for completing a Refresher Course unless you have previously completed an MSKCC approved Basic Course.**

Next

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How To Create a CITI Account

CITI - Learner Registration

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

* indicates a required field.

* Human Subjects Protection (HSP) Courses
Select the group appropriate to your research activities to be enrolled in the basic learner group.

Only Groups 1, 2, and 4 are Human Subjects Protection (HSP) Courses. Select only ONE course that most applies to your role in clinical research.

You only need to complete one group to satisfy the MSK HSP requirement.

Choose all that apply

☐ Human Subjects Protection (HSP) Group 1: Biomedical Research

☐ Human Subjects Protection (HSP) Group 2: Social/Behavioral Research

☐ Human Subjects Protection (HSP) Group 4: IRB/PB Members

Optional Courses

☐ Group 5: Good Clinical Practice Course (GCP)

☐ Group 6: Dangerous Goods Shipping Course

☐ Good Laboratory Practice (GLP)

Next

12 Depending on which has been assigned to you by your supervisor, select one of the groups below:

- **Group 1**, Biomedical Research

- **Group 2,** Social/Behavioral Research

- **Group 4,** IRB/PB Members

13 Then click the **'Next'** button.

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How To Create a CITI Account

14 Click on the 'Finalize registration' link
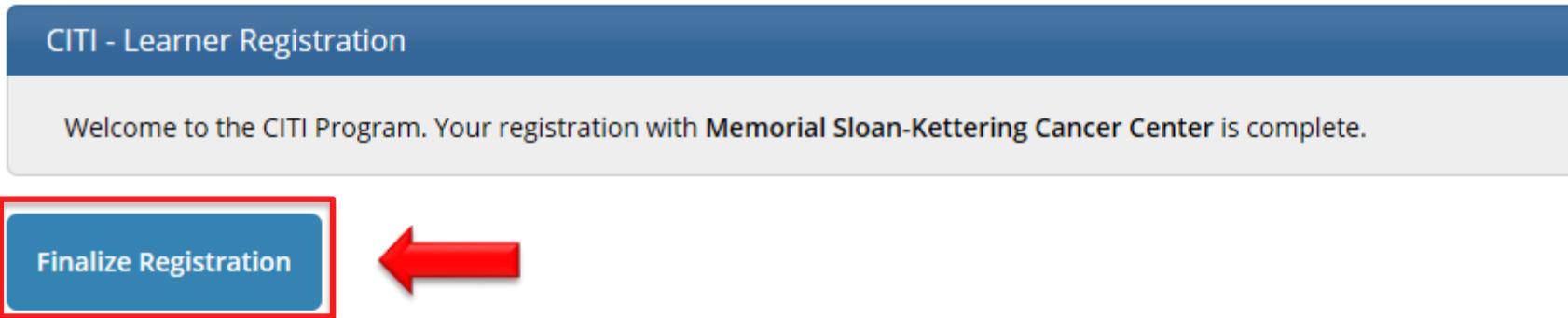
Completing HSP Certification

How To Complete HSP Certification

1 From the **Courses** page under **Memorial Sloan-Kettering Cancer Center Courses**, click on the course you need to complete. Please note, this will be the course you selected earlier (either Group 1, 2, or 4).

How To Complete HSP Certification

2 Read the **'Assurance Statement'**, select the **'I AGREE'** option, and then click on the **'Submit'** button.


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How To Complete HSP Certification

3 Select and complete all of the **'Incomplete'** modules.

Note: A final grade of **80%** must be scored in order to satisfy MSK's requirement.

How To Complete HSP Certification

(!) Upon completion of all required MSK instructions stated in the previous slides, your completion record will be updated and your CITI HSP Certificate will be available in PIMS within 24 hours.

- If after 24 hours your PIMS account is not updated please reach out to DMR for assistance.

Note: Staff can view their own completion status in their CITI account (under Courses) or via PIMS by logging in, clicking on "Reports"> "HSP/GCP User Reports" and searching their name.

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Questions?

CITI Registration Process → rtmcraeducation@mskcc.org

Confirm/Request PIMS Account → complete a New User Account Request Form via https://redcap.mskcc.org/surveys/?s=KLLJHCR8XD

PIMS login issues → dmr@mskcc.org

GCP Certifications info → [Good Clinical Practice Certification Page](#) on the CR Portal

CITI Technical Issues → support@citiprogram.org

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