



Memorial Sloan Kettering
Cancer Center

Human Subjects Protection (HSP) Certification

BASIC COURSE

(For initial HSP certification only)

Creating a CITI Account

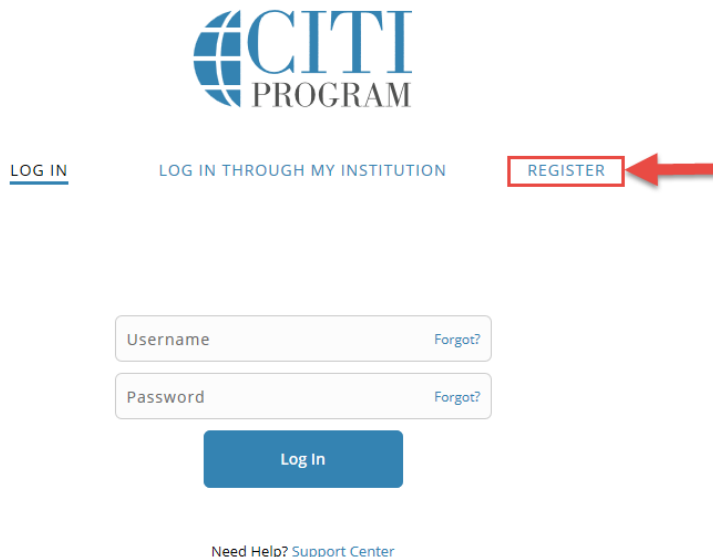
How To Create a CITI Account

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.

CITI - Learner Registration

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

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Memorial Sloan-Kettering Cancer Center

Memorial Sloan-Kettering Cancer Center only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Memorial Sloan-Kettering Cancer Center.

Continue To Create Your CITI Program Username/Password

***Do not select
Independent Learner
registration***



Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.



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How To Create a CITI Account

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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
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked to 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
<input type="text"/>	<input type="text"/>

Use your
MSK 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

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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

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.

CITI - Learner Registration - Memorial Sloan-Kettering Cancer Center

Steps: 1 2 3 4 5 6 7

* Indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

☐ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

☐ No

If you picked "YES", please check below the one type of credit you would like to earn

☐ MDs, DOs, PAs - AMA PRA Category 1 Credits TM

☐ Psychologists - APA Credits

☐ Nurses - ANCC CNE

☐ Other Participants - Certificates of Participation

☐ Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

☐ Yes

☐ No

☐ Not sure, Ask me later

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



Continue To Step 6



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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 

☐ Refresher Course

DO NOT COMPLETE REFRESHER COURSE

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

Next 

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)

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

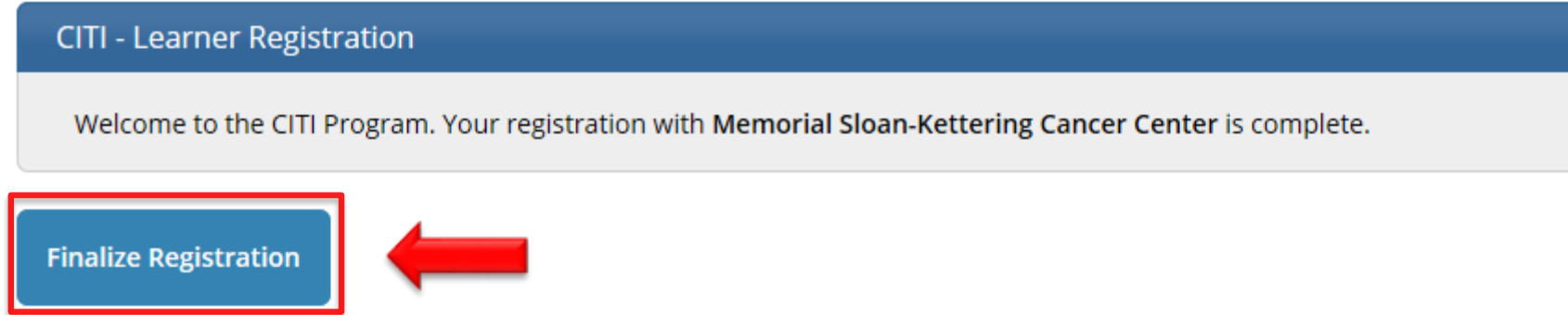
- **Group 1**, Biomedical Research
- **Group 2**, Social/Behavioral Research
- **Group 4**, IRB/PB Members

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



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).

Show Courses for: Memorial Sloan-Kettering Cancer Center [Institution List](#)

Memorial Sloan-Kettering Cancer Center

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Memorial Sloan-Kettering Cancer Center
Dangerous Goods Shipping Course
Stage 1

0 / 17 modules completed

[Start Now](#)

Memorial Sloan-Kettering Cancer Center
Human Subjects Protection (HSP) Group 1: Biomedical Research
Stage 1 - Basic Course

0 / 14 modules completed

[Start Now](#)

Completed Courses [Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

How To Complete HSP Certification

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

Assurance Statement

Human Subjects Protection (HSP) Group 1: Biomedical Research - Basic Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

☐ I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

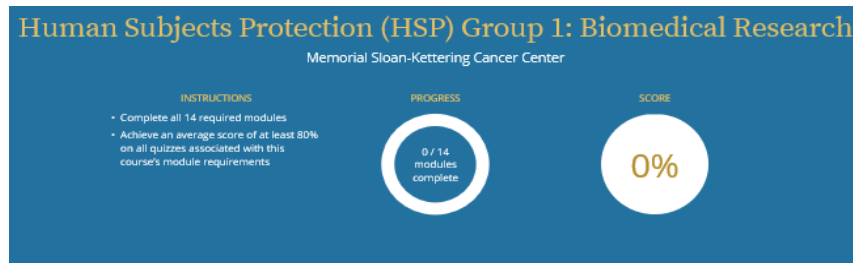


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How To Complete HSP Certification

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.



You have unfinished required or elective modules remaining.

Required Modules		
Complete all 14 required modules.		
Modules	Completed	Score
Belmont Report and Its Principles (ID 1127)	Incomplete	<input type="button" value="Start"/>
History and Ethics of Human Subjects Research (ID 498)	Incomplete	<input type="button" value="Start"/>
Basic Institutional Review Board (IRB) Regulations and Review Process (ID 2)	Incomplete	<input type="button" value="Start"/>
Informed Consent (ID 3)	Incomplete	<input type="button" value="Start"/>
Social and Behavioral Research (SBR) for Biomedical Researchers (ID 4)	Incomplete	<input type="button" value="Start"/>
Records-Based Research (ID 5)	Incomplete	<input type="button" value="Start"/>
Genetic Research in Human Populations (ID 6)	Incomplete	<input type="button" value="Start"/>
Populations in Research Requiring Additional Considerations and/or Protections (ID 16680)	Incomplete	<input type="button" value="Start"/>
Research Involving Children (ID 9)	Incomplete	<input type="button" value="Start"/>
International Studies (ID 971)	Incomplete	<input type="button" value="Start"/>
FDA-Regulated Research (ID 12)	Incomplete	<input type="button" value="Start"/>
Research and HIPAA Privacy Protections (ID 14)	Incomplete	<input type="button" value="Start"/>



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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.



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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