

Instructions for Virginia Tech *CITI*

Learners-**Virginia Tech Individual Conflicts of Interest and Commitment Awareness**

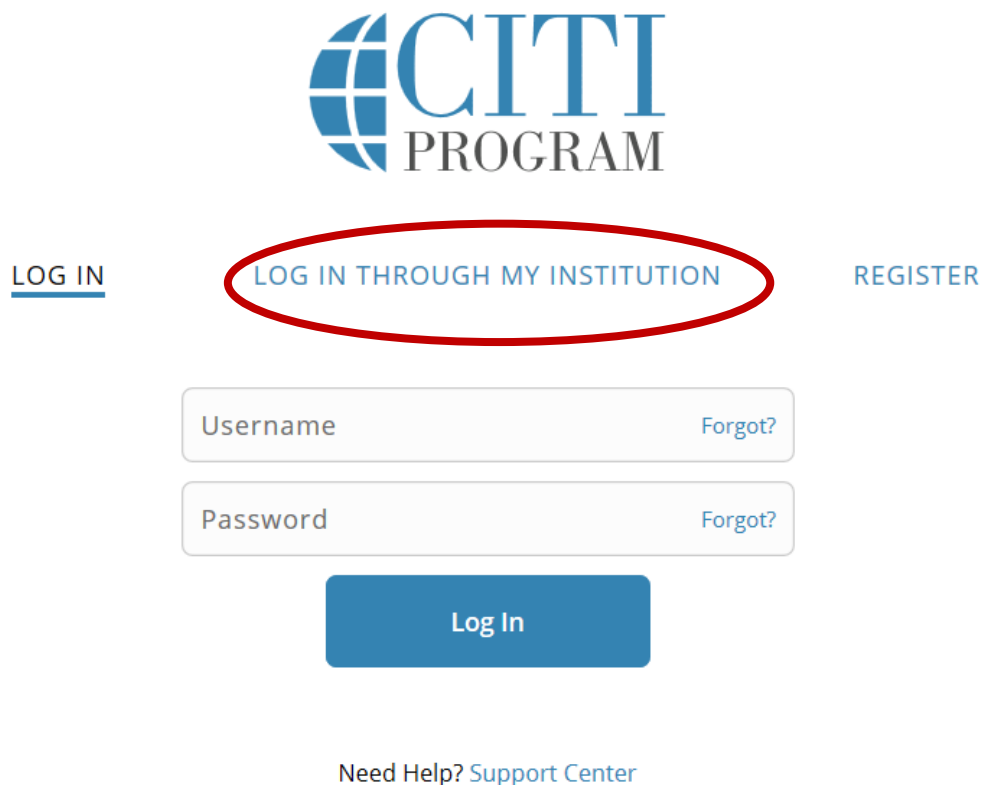
- These instructions include 11 short steps to create/merge your CITI account and enroll in the Conflict of Interest Training. Steps 1-6 are divided into two groups beginning with 1A or 1B. You should begin with the step indicated below depending on whether you are a VT employee/student or a Non-VT employee/student. Steps 7-11 are applicable to everyone regardless of whether they are VT employee/student or a Non-VT employee/student.
 - **VT employee/student Login- Begin with Step 1A on Page 2.**
 - **Non-VT employee/student Login- Skip to Page 6 and begin with Step 1B.**
- **Completion Time:** The Virginia Tech Individual Conflicts of Interest and Commitment Awareness Training will require approximately 45 minutes to complete.
- If you have been issued a Virginia Tech email address please use it as your primary/preferred email address when setting up your profile in CITI to ensure proper recording of your training completion
- **Confirmation of Completion:** After viewing the tutorial, you should go to the bottom of the page under “Take the quiz”. The quiz will include a confirmation that you have viewed and understand your responsibility in disclosing and managing conflicts of interest as they pertain to university responsibilities.
- Please note that this course is separate from the Responsible Conduct of Research CITI course that is required for postdoctoral associates and students conducting research on National Science Foundation (NSF), National Institute of Food and Agriculture (NIFA), and certain National Institutes of Health (NIH) programs. If you are being supported by NSF, NIFA, or NIH you will receive an e-mail notification that you are required to take the RCR course. Instructions for accessing the RCR course will be included in the e-mail notification.

VT Faculty, Staff and Student Login Instructions

Step 1A: Go to www.citiprogram.org. This will take you to the CITI home page. In the top right corner of the screen you have two choices “Log in” or “Register” If you are a VT employee or student, go to “Log in”. If you are not an employee or student, select “register” and skip to **page 7** and begin with **Step 1B** under “Non-VT Employee/Student Login Instructions” for further instructions.



Step 2A: At the next screen you will be presented with three choices “Log in”, Log In Through My “Institution”, or “Register”. If you are VT employee or student select “LOG IN THROUGH MY INSTITUTION”.



Step 3A: A list of institutions will appear on screen. Scroll to and select “Virginia Polytechnic Institute & State University”.

University of Virginia

University of Wisconsin - Madison

Virginia Mason (VM)/Benaroya Research Institute at Virginia Mason (BRI)

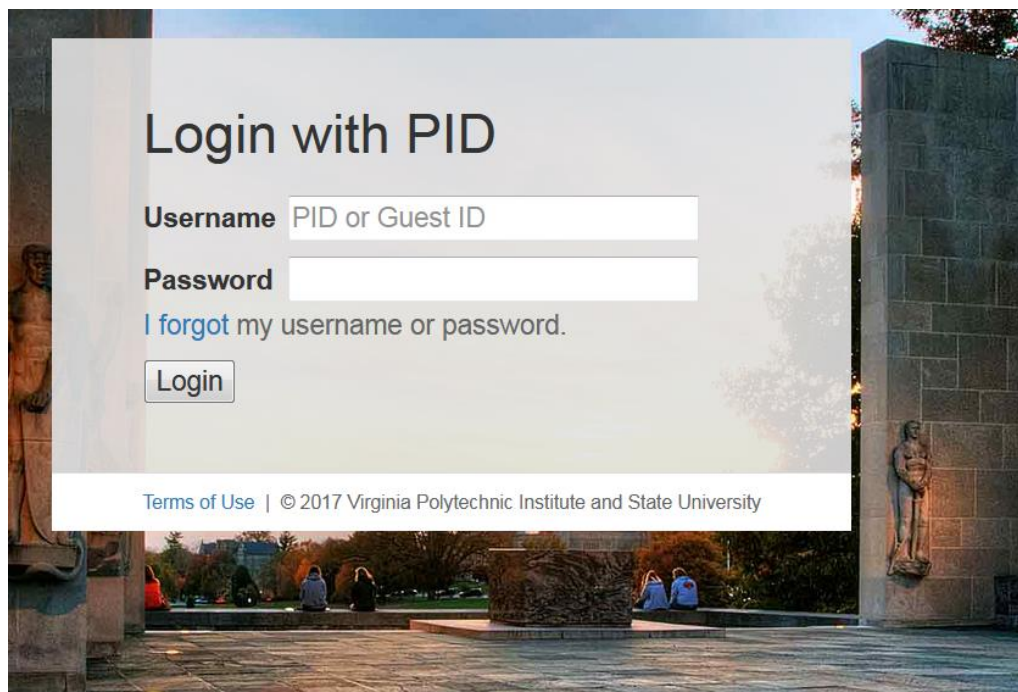
Virginia Polytechnic Institute & State University

Washington University - St. Louis, MO

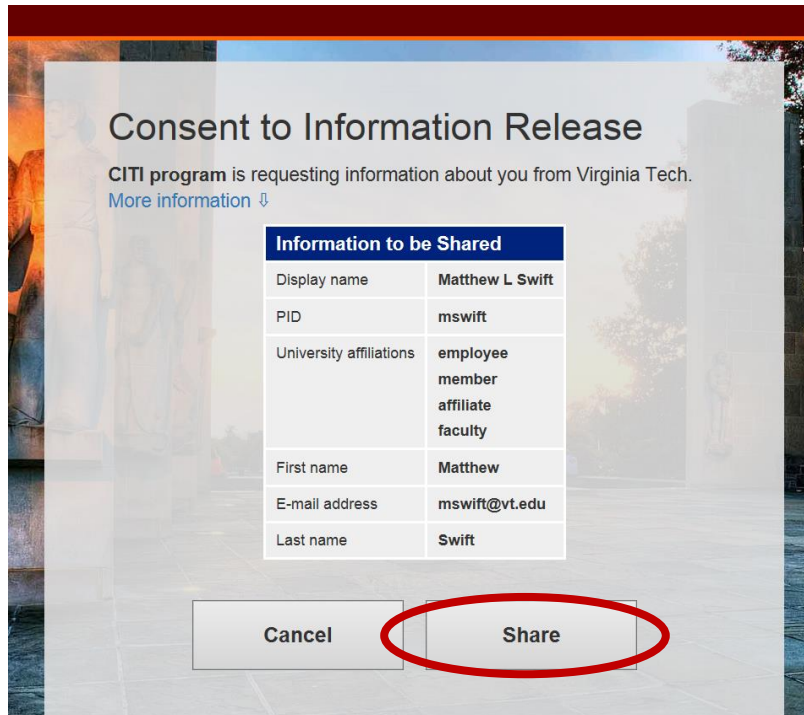
Wesleyan University

West Virginia University

Step 4A: You will then be routed to the VT CAS log in screen. You will need to enter your VT PID and Password to login if you're not already logged into university CAS (Central Authentication System). You may be required to use two factor authentication.



If you are new user to CITI you will be asked to give consent to share information with CITI to create your account.



Step 5A: You will then be routed to the screen illustrated below.

- If this is your first time in CITI please select “I don’t have a CITI Program account and I need to create one”.
- If you already have an account with CITI select “I already have a CITI Program account” to merge your SSO login with your existing account.



[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

Associate your SSO account with a CITI Program account

Please choose an option:

- I already have a CITI Program account.
- I don't have a CITI Program account and I need to create one.

[Copy](#)

Need Help? [Support Center](#)

Step 6A: You will then be routed to the Main Menu. Under “Virginia Polytechnic Institute & State University” you will see a notification that “you are not enrolled in any courses for this institution”. Click on the notification to complete your enrollment.

STOP→ Skip to Step 7 on Page 10 and continue

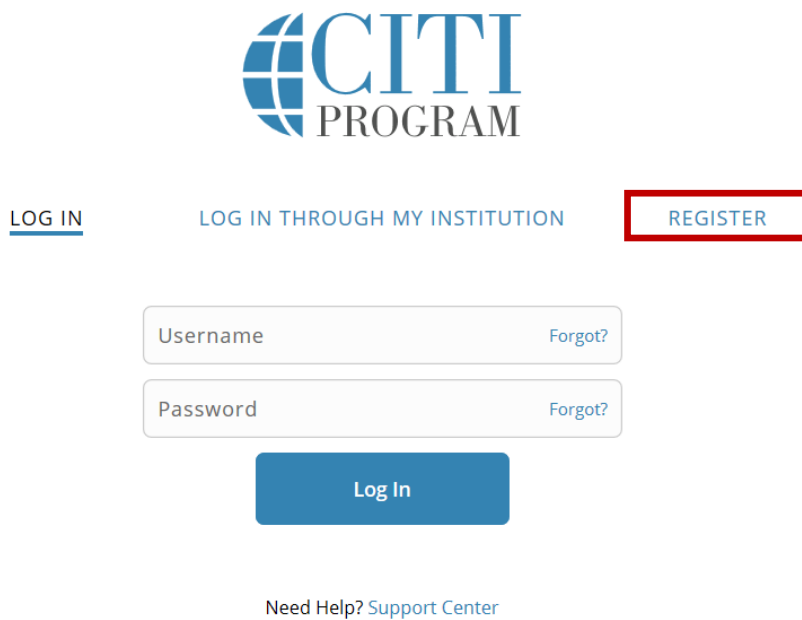
The screenshot shows the 'Main Menu' with navigation links: Main Menu | My Profiles | My CEUs | My Reports | Support. Under 'Main Menu', there is a section for 'Virginia Polytechnic Institute & State University Courses' with an 'Add a Course' button. Below this is a box titled 'My Learner Tools for Virginia Polytechnic Institute & State University' containing a notification: 'You are not enrolled in any courses for this institution. Click here to complete your enrollment.' Below the notification are five links: 'Add a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom of the menu are two more options: 'Affiliate With Another Institution' and 'Affiliate as an Independent Learner'.

Non-VT Employee/ Student Login Instructions

Non-VT Employee/Student Login Instructions

The below instructions (from Step 1B to Step 6B) are only for non-VT employees and students such as collaborators and students from other institutions. If you are a VT employee/student complete Steps 1A through 6A (above) and continue with Step 7 on page 11 (below).

Step 1B: From the Home Page <https://www.citiprogram.org>, choose “Register” from the top right hand portion of your screen.



CITI PROGRAM

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

[Need Help? Support Center](#)

Next you will need to affiliate with Virginia Tech, enter “Virginia Polytechnic Institute & State University” into the search field illustrated below and select the appropriate name. Then click “I agree to the Terms of Service”.

English

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization; Enter full or partial name

Can't find your institution? It may use Single Sign On. Check here.

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

I AGREE to the Terms of Service for accessing CITI Program materials.

Continue To Step 2

Step 2B: Personal Information

NOTE: If you have been issued a Virginia Tech email address please use it as your primary/preferred email address when setting up your profile in CITI to ensure proper recording of your training completion

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address

Verify secondary email address

Continue to Step 3

Step 3B: Choose a Username/Password. Select a security question and answer.

The screenshot shows the 'CITI - Learner Registration' interface. At the top, a progress bar indicates 'Steps: 1 2 3 4 5 6 7', with step 3 highlighted. The main heading is 'Create your Username and Password'. Below this, there are instructions: '* indicates a required field.' and '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.' There are two input fields: '* User Name' and '* Password'. The password field has a strength indicator. To the right of the password field is a '* Verify Password' field. Below these is a note: '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.' There is a dropdown menu for '* Security Question' and an input field for '* Security Answer'. At the bottom, there is a blue button labeled 'Continue to Step 4'.

Step 4B: Asks for your country of residence.

The screenshot shows the 'CITI - Learner Registration - DEMO' interface. At the top, a progress bar indicates 'Steps: 1 2 3 4 5 6 7', with step 4 highlighted. The main heading is '* Country of Residence'. Below this, there are instructions: '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.' There is a search input field. At the bottom, there is a blue button labeled 'Continue To Step 5'.

Step 5B: CME/CEU Credits and CITI Course Survey-You do not need these credits to meet the COI/RCR training requirement. If you would like CME/CEU credits, you will need to contact the CITI at 1-888-529-5929 select option #1 or support@citiprogram.org. The costs associated with CME/CEU credits will be an individual responsibility. Course Survey-select yes or no regarding participation in future research surveys.

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 professionals allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.

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 grad book page.

No

Step 6B: is institutional specific. Each institution determines the fields listed on this page and what information is required or optional. Any questions regarding the fields on this page should be directed to coi@vt.edu. (Proceed to Step 7 on page 11)

CITI - Learner Registration - DEMO

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

Please provide the following information requested by DEMO

* indicates a required field.

Language Preference

* Institutional Email Address

* Highest Degree

* Job Title

* Department

* What Is Your Role In Research?

* How Did You Hear About The CITI Program?

[Continue To Step 7](#)

Steps 7-11: are applicable whether you are a VT employee/student or a Non-VT employee/student.

Step 7: (continued from **Step 6A** or **Step 6B** above) This will take you to the ‘Select Curriculum’ page. You will need to enroll in the **Learner Group** under **Question 2** by selecting “Conflict of Interest and Commitment for Faculty, Staff and Students”. **For all other questions select “not at this time” and do not select a course from any of the optional course enrollments.** Click on “Complete Registration” at the bottom of the ‘Select Curriculum’ page.

Question 2

Conflicts of Interest

Please select Conflict of Interest below if you need to take the Virginia Tech. Individual Conflict of Interest Tutorial.

Choose one answer

- Conflict of Interest and Commitment for Faculty, Staff and Students
- Not at this time.

Step 8: Click on “Finalize Registration” (this page is not always displayed)

CITI - Learner Registration

Your registration with Virginia Polytechnic Institute & State University is complete. You must make a selection below to continue.

- [Affiliate with another institution](#)
- [Finalize registration](#)

Step 9: You will then be routed back to the **Main Menu**. Click on the course title you selected to begin **the Conflict of Interest and Commitment for Faculty, Staff and Students** course. (Hint: If you do not see the course title you selected try clicking the down carrot located beside “Virginia Polytechnic Institute & State University Courses”.)

Step 10: You will then be routed to the course page which displays the course title, requirements to complete the training, your current score and all required modules. You will also need to turn your speakers on so you can hear the audio portion. If you need special support for viewing this tutorial please contact the COI Office at coi@vt.edu.

The screenshot shows a web interface for a course titled "Conflict of Interest and Commitment for Faculty, Staff and Students - COI". At the top, there is a navigation bar with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". Below this, a breadcrumb trail reads "Main Menu > Course Conflict of Interest and Commitment for Faculty, Staff and Students".

The main content area features a blue header with the course title. Below the header, it states "To pass this course you must:" followed by three bullet points:

- Complete all 3 required modules
- Achieve an average score of at least 100% 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

 To the right of these requirements, it displays "Your Current Score" as **0%**. Below the requirements, a red message states: "You have unfinished required or elective modules remaining".

There are two tables below the main content area:

Required Modules		
	Date Completed	Score
Overview of COI (ID: 15675)	Incomplete	0/0 (0%)
Virginia Tech/Commonwealth Disclosure Requirements (ID: 17379)	Incomplete	0/0 (0%)
Federal Regulations (Research) (ID: 17380)	Incomplete	0/0 (0%)

Supplemental Modules		
	Date Completed	Score
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules		
Conflicts of Interest in Human Subjects Research (ID: 17464)	Incomplete	0/0 (0%)

NOTE: The system will not allow you to start taking the course until you've completed the **Integrity Assurance** statement presented at the top of the screen (illustrated below).

Complete The Integrity Assurance Statement before beginning the course

Step 11: The three required modules must be completed in order starting with “Overview of COI”. After completing all modules, click on “Take the quiz” at the bottom. Once you have completed the quiz and confirmation please click submit.

Note: If you are working with human subjects, it is highly recommended that you view the COI in Human Subjects Research optional module.

Step 12: Completion Report- When you complete all required modules successfully, you may print your completion report through the link: "Print Report" in the Main menu under “completion reports”. The COI Officer will be automatically notified when you have completed the course. You may return to the course site in the future to obtain a copy of the completion report. *It will take approximately 1 day before the CITI record populates in the VT RCR Training Tracker System.

If you wish to review the tutorial after completion, you can click on the title under “Course” and review the material.

Software needed:

This tutorial does not require any special software.

Questions:

- Technical issues should be addressed to support@citiprogram.org or 1-888-529-5929.
- Questions regarding your requirements should be addressed to coi@vt.edu or 540-231-7964.
- For more information regarding Virginia Tech’s policy on Individual Conflicts of Interest Policy 13010 go to the Conflict of Interest webpage at <http://www.research.vt.edu/conflict-of-interest/>.