

In an effort to unite the Loyola University Chicago Campuses (Lake Shore, Water Tower and Health Sciences) the CITI Training Program has been merged into one account.

Please note that when you log into the CITI Program website you may see an error message that the LUC Health Sciences Campus is not currently active. This is due to the merger of the accounts. All previous courses completed can be found under Loyola University Chicago Courses.

The merger includes the ability for Single Sign-on. You can either go to the CITI Program website (<https://www.citiprogram.org>) and select “Log in through my Institution” and choose Loyola University Chicago or cut and paste this link for the LUC Single Sign-on (SSO) site. <https://shibidp.luc.edu/idp/profile/Shibboleth/Redirect/SSO?execution=e1s1>

For Single Sign-On, you will need to enter your LUC Username (UVID) and LUC Password.

Under this new account you will select “LUC Health Sciences Division Faculty/Personnel” under the “CITI Enrollment Questions” to access the modules required to conduct research at the LUC Health Sciences Division Campus.

## Instructions for CITI Learners

Any personnel involved in the design, conduct, or reporting of research are required to obtain and maintain appropriate education regarding the protection of human subjects and the responsible conduct of research.

The Loyola University Chicago Health Sciences Campus CITI Program includes the following **required** courses:

### **Basic Course in the Protection of Human Research Subjects**

- Biomedical Focus
- **OR**
- Social and Behavioral Focus
- **OR**
- Data or Lab Specimens Only – this option is restricted to personnel working with data and/or specimens only with NO human subject interaction.
- **OR**
- Refresher Course (required every 2 years)

### **Health Information Privacy and Security Course (HIPS)**

- Biomedical Focus
- **OR**
- Social and Behavioral Focus

### **Responsible Conduct of Research Course (RCR)**

- Biomedical Focus
- **OR**
- Social, Education, Behavioral Research Focus

## Other Courses Include:

**Conflict of Interest, Stage 1 (COI) – The Conflict of Interest Course is *REQUIRED* for investigators who are applying for or have extramural funding.**

**Good Clinical Practice Courses (GCP)** – Effective January 1, 2017: NIH expects all NIH-funded clinical investigators and clinical trial staff who are involved in the design, conduct, oversight, or management of clinical trials to be trained in Good Clinical Practice (GCP). Recipients of GCP training are expected to retain documentation of their training. GCP training should be refreshed at least every three (3) years in order to stay up to date with regulations, standards, and guidelines.

- GCP Course for Clinical Trials Involving Drugs (ICH-Focused)
- GCP Course for Clinical Trials Involving Devices
- GCP Course with US FDA Focus

The Humans Subjects Research Core Courses will require 4-6 hours to complete. You are encouraged to use multiple log-on sessions. The minimum "passing" aggregate score is **80%**. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you did not score 100 % correct.

## To Register and Begin the Courses:

### Current CITI Users:

If you are currently a CITI user with another institution and logging in through the CITI Program website (<https://www.citiprogram.org>), please use your current CITI log-in information and select the option, “**Click Here to Affiliate with a Participating Institution**”.

If you're logging in through LUC's CITI Single Sign-on site, cut and paste this link for the LUC Single Sign-on site.

<https://shibidp.luc.edu/idp/profile/Shibboleth/Redirect/SSO?execution=e1s1>

1. A screen will appear asking you to “Associate your SSO Account with a CITI Program Account”.
2. Select “Already Have a CITI Program Account”
3. Enter your existing CITI Username and Password to Affiliate with LUC.

Proceed to “**Course Selection**” below.

### New Learners to CITI:

If this is your first time at the CITI Course site you must register for the course. As a new user, using LUC SSO\*

<https://shibidp.luc.edu/idp/profile/Shibboleth/Redirect/SSO?execution=e1s1>

1. A screen will appear asking you to “Associate your SSO Account with a CITI Program Account”.
2. Select “I don’t have a CITI Program Account and Need to Create One”
3. Choose your institutional affiliation – Select “**Loyola University Chicago (SSO)**” from the Participating Institutions drop-down menu.
4. Check that you agree to the Terms of Service and that you Affirm that you are an affiliate of LUC.
5. You may either continue to create your CITI Program username/Password or Continue to SSO login/Instructions.
6. Answer the question regarding CME/CEU credits
7. You may either skip or answer this question regarding Professional Certification.
8. Answer question regarding Course Survey question. Answering the question is required, but your participation in the survey is not.
9. On the next screen, enter your member information.
10. You will then be taken to the Loyola University Chicago Courses page.
11. Select Continue to Question 1 at this time
12. Select LUC Health Sciences Division Faculty/Personnel.

If you elect to go through the CITI Program Website

(<https://www.citiprogram.org>). Click on the “**Register Here**” link.

1. Choose your institutional affiliation – Select “**Loyola University Chicago**” or “**Loyola University Chicago (SSO)**” from the Participating Institutions drop-down menu.
2. If you select Single Sign-On (SSO) you will need to have your LUC username and password available.
3. If you select Loyola University Chicago, you will still have the option for SSO. Choose a Username and Password – If you have one, please use your Loyola ID as your Username. Your password will be your choice.
4. Complete a Security Question and Answer
5. Enter your First and Last name.
6. Enter your email address(s)
7. Answer the question regarding CME/CEU credits
8. You may either skip or answer this question regarding Professional Certification.
9. Answer question regarding Course Survey question. Answering the question is required, but your participation in the survey is not.
10. On the next screen, enter your member information.
11. You will then be taken to the Loyola University Chicago Courses page.
12. Select Continue to Question 1 at this time
13. Select LUC Health Sciences Division Faculty/Personnel.

\* Users electing SSO, an account is automatically created and affiliated with LUC. Thus eliminating the “Register” steps.

## **Loyola University Chicago Courses Selection:**

1. After selecting LUC Health Sciences Division Faculty/Personnel
2. You will be presented with 5 questions or options to enable you to enroll in the **Learner Group** appropriate to your role in human subject research.
3. Select 1 Learner Group for each question: Question 1 (Basic Course), Question 2 (HIPS), Question 3 (GCP) OPTIONAL, Question 4 (RCR), Question 5 (COI).
4. After you click submit, you will be given the opportunity to affiliate with a VA Medical Center. Answer “**Yes**” or “**NO**” and **Submit**.
5. The next page is the **Main Menu**. This page lists the courses you have chosen.
6. *If you are affiliated with another institution*, the software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
7. You may “**Add a course or update your learner groups**” if needed. This link will take you to the enrollment questions and permit you to change your “**Learner Group**” by providing new responses to the enrollment questions.

### To Complete Courses:

1. The red link (**Enter** or **Re-Enter**) will permit you to Begin/Continue the Course.
2. Please complete the Integrity Assurance module presented at the top. The system will allow you to start taking the courses after completing it.
3. Complete the required modules and associated quizzes.
4. When you complete all Required Modules in your curriculum, you will be shown a link to “**Optional Modules**” in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
5. When you complete all required modules successfully, you may print your completion report through the link: “**Print**” in the **Learner's Menu**

### Proof of Certification:

You may print or download a **Course Completion Report** as evidence that you have met institutional requirements. You may return to the course site in the future to obtain a copy of the completion report.

### Questions:

- Questions regarding your requirements should be addressed to:  
**IRB Staff**  
**Loyola University Health Sciences Division IRB**  
**(708) 216-4608**
- Technical issues should be addressed to [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu) or by telephone at (305) 243-7970.

## **Conflict of Interest Course**

### **Adding the course to your current curriculum in CITI:**

1. Log in to the CITI site using your current CITI credentials.
2. Click "My Courses" at the top of the screen.
3. Click "View Courses" for "Loyola University Chicago"
4. Scroll down to the "Learner Tools for Loyola University Chicago" box and click the "Add a Course" link.
5. Answer the CITI Course Enrollment Questions; and under Question 4, check the box to indicate that you need to complete the Conflict of Interest course.
6. Click "Next"
7. The course now appears within your "Active Courses" list.
8. Click "Start Now" to launch and complete the course.