


Instructions for completing Human Subject Protection Training via CITI Program



1. log onto the training website www.citiprogram.org
2. Register as a new user.
Select Lifespan from the drop down menu of affiliated institutions
Select a user name and password for the site
Complete all 6 sections of the registration form

The screenshot shows the CITI Program homepage. At the top, there is a navigation bar with links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. Below this is a large banner image of a person in a lab coat working in a laboratory. To the right of the banner, there is a login section with fields for Username and Password, a Log In button, and a link for Forgot Username or Password? Below the login section is a section for creating an account, with a Register button highlighted by a yellow arrow. The text below the Register button states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

The screenshot shows the CITI - Learner Registration page. At the top, there is a navigation bar with links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. Below this is a section for the registration process, with steps 1 through 7. Step 1 is highlighted, and the text "You must make a selection below." is displayed. Below this is a section titled "Select Your Organization Affiliation" with a search box for organization names. The search box contains the text "Lifespan Corporation". To the right of the search box, there is a link for "Can't find your institution? It may use Single Sign On. Check here." Below the search box, there is a section with instructions: "Drop-down lists have been replaced by this single search box. 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." At the bottom of the page, there are two buttons: "Continue to Step 2" and "Search Again". A yellow arrow points to the "Continue to Step 2" button.

3. You will then be directed to the list of courses offered for Lifespan researchers
For question 1- select Basic Human Subject Protection Course (HSP)
For question 2- select HIPAA annual Renewal
All of the other courses listed are optional
Scroll to the end of the list and click on the button to continue

 USA - English Text Size: A A Log In | Register | Help

 Collaborative Institutional Training Initiative
at the University of Miami Search Knowledge Base 

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CITI - Learner Registration - Lifespan Corporation

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

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click [here](#) to review the Lifespan Corporation instructions page.

Question 1

Select the group appropriate to your research activities. You will be enrolled in the Basic Course for that group.

Choose all that apply

☐ Basic Human Subject Protection Course (HSP)
Includes HIPAA (you have never certified in HSP)

☐ Lifespan IRB members
Basic Human Subject Protection course for IRB members, Includes HIPAA

☐ The Lifespan Recombinant DNA and Biosafety Course

Question 2

If you are required to take HIPAA Annual Renewal, please make your selection below.
Please note if you are completing either the basic or refresher HSP course today HIPAA is included in that course.
You need only select this module (change your group) when or if you are fulfilling your annual HIPAA requirement.

Choose all that apply

☐ HIPAA Annual Renewal: This learner group is for those learners who are ONLY required to complete the HIPAA instruction at this time.

Question 3

Lifespan Research Community Re-Cert HSP (Required every three years)

4. You will be directed to the Main Menu and the modules for each selected course will be listed.

They will all say “not started”

Click on the course name to begin the course

Please complete the **Integrity Assurance** module presented at the top. The system will allow you to start taking the courses after completing it.

The screenshot shows the CITI PROGRAM website header with the logo and text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a navigation bar with links: Main Menu, My Profiles, My CEUs, My Reports, and Support. The main content area shows a green checkmark and the message "Your registration has been completed successfully." Below this is a section titled "Lifespan Corporation Courses" which contains a table with the following data:

Course	Status	Completion Report	Survey
Basic Human Subject Protection Course (HSP)	Not Started	Not Earned	
HIPAA Annual Renewal	Not Started	Not Earned	

Below the table is a section titled "My Learner Tools for Lifespan Corporation" with a list of links: Add a Course or Update Learner Groups, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. At the bottom of the page are two buttons: "Click here to affiliate with another institution" and "Affiliate as an Independent Learner". A yellow arrow points to the "Not Started" status of the "Basic Human Subject Protection Course (HSP)".

5. Complete the required modules and associated quizzes.

You can complete all of the modules in one sitting, or complete some now and come back at a later time to continue working on the list.

When you complete all required modules successfully, you may print your completion report through the link: "[Print Report](#)" in the Learner's menu.