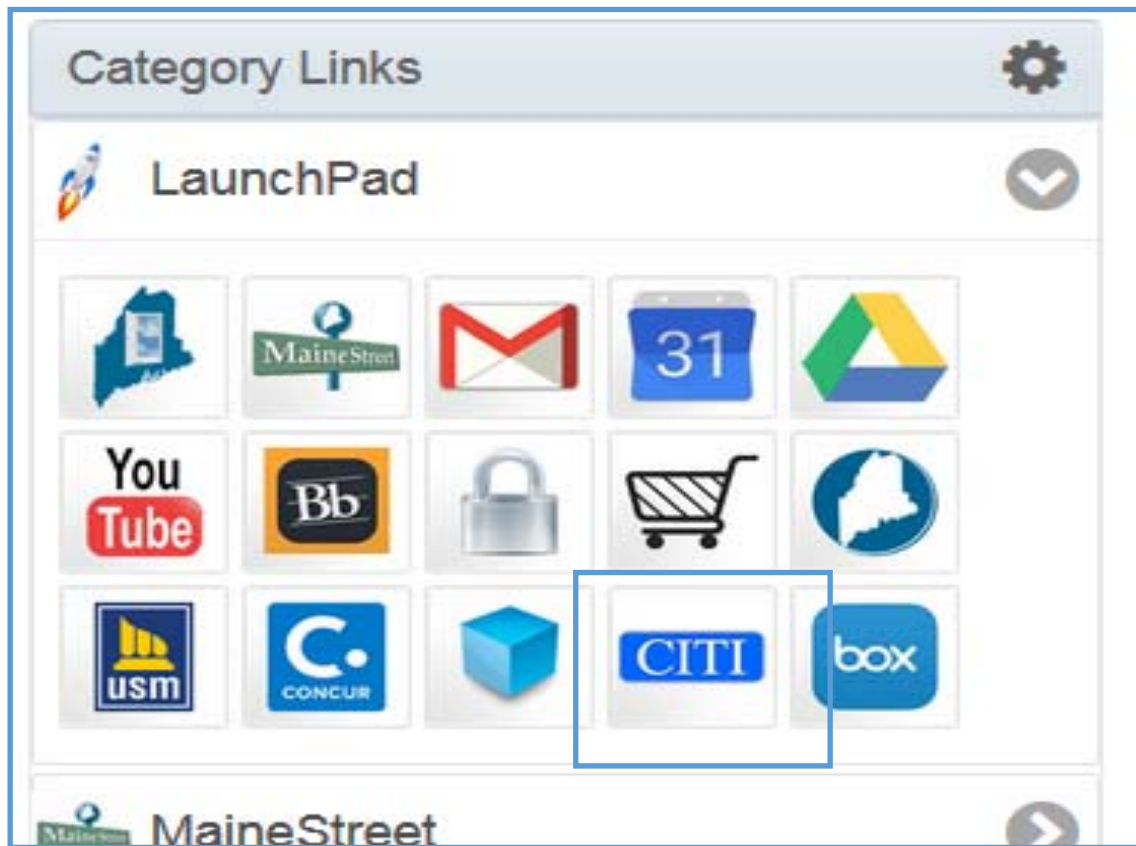1. Log in to CITI with Single Sign On (SSO) from the UMS My Campus Launch Pad

mycampus.maine.edu

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

CITI PROGRAM

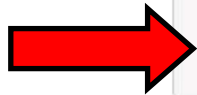LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

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.

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help? Support Center

We use cookies and other tracking technologies to recognize your repeat visits and preferences, as well as to analyze traffic and measure the effectiveness of communications. To learn more, review our Cookie FAQ. By using our Sites, you consent to the use of these technologies.

3. Click on the blue button- Create a new Citi Program Acct. The account creation may take 30 seconds or less.

English ▾

CITI PROGRAM

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.

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

Create A New CITI Program Account

New to the CITI Program? Read the getting started guide or watch the getting started video.

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4. Once you are logged in, you may see several options to add a course on your CITI homepage. Click on one of the options to add a course.

Show Courses for: | University of Maine System | ▼ | **Institution List**

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

University of Maine System | **View Courses**

Learner Tools for University of Maine System

- **Add a Course**

5. A screen with multiple questions will populate. Ignore all questions except Question #3.
   Select the Health Information Privacy and Security (HIPS) Course-Information for Researchers.

6. Now scroll down and click on the blue button to Complete Registration.

Question 3

Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

☑ Health Information Privacy and Security (HIPS) Course - Information for Researchers

Scroll to the bottom of the page… and click Submit

Submit

7. Once you've registered for the course, your homepage screen should appear with the active CITI course. Click on the blue button- Start Now to begin the course.

Show Courses for: University of Maine System ▼ **Institution List**

University of Maine System

Active Courses
Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin
Learner Tools

University of Maine System
CITI Health Information Privacy and Security (HIPS) for Researchers
Stage 1 - Basic Course

0 / 4 modules completed

Start Now

8. There are four modules for this specific course allowing you start and finish as time allows. However, please be mindful that this required annual training does have a deadline.

University of Maine System

CITI Health Information Privacy and Security (HIPS) for Researchers

Stage 1 - Basic Course

1 / 4 modules completed

Continue Course

Complete all 4 required modules.

Modules	Completed	Score	
FERPA for Researchers (ID 17410)	Incomplete	-	**Start**
Basics of Health Privacy (ID 1417)	Incomplete	-	Start
Health Privacy Issues for Researchers (ID 1419)	Incomplete	-	Start
Security for Work/Workers Off-Site (ID 1433)	Incomplete	-	Start