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

mycampus.maine.edu
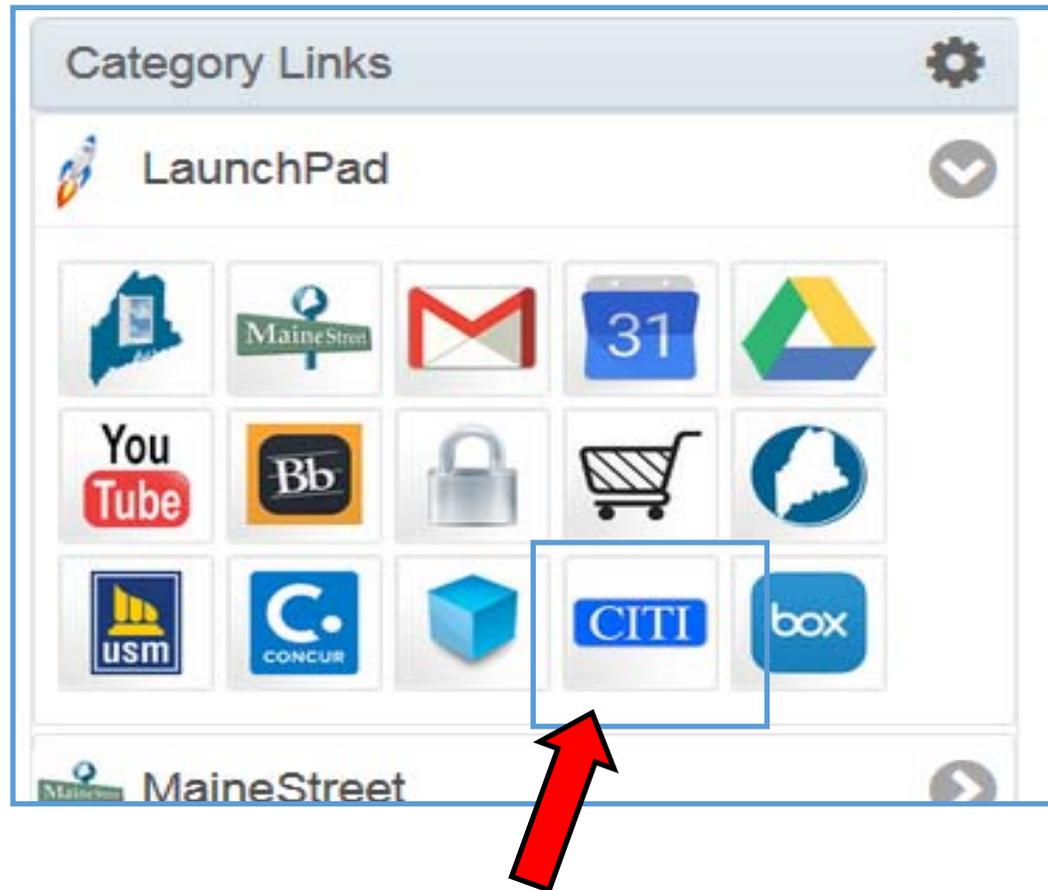
2. Once you are logged in, you may see several options to add a course on your CITI homepage. Select any option.

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**

3. 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.

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

Scroll to the bottom of the page... and click Submit
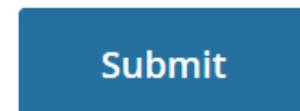
5. Once you've registered for the course, your homepage screen should appear with the active CITI course. Click on the blue button- Start Now to begin the course.

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

6. 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