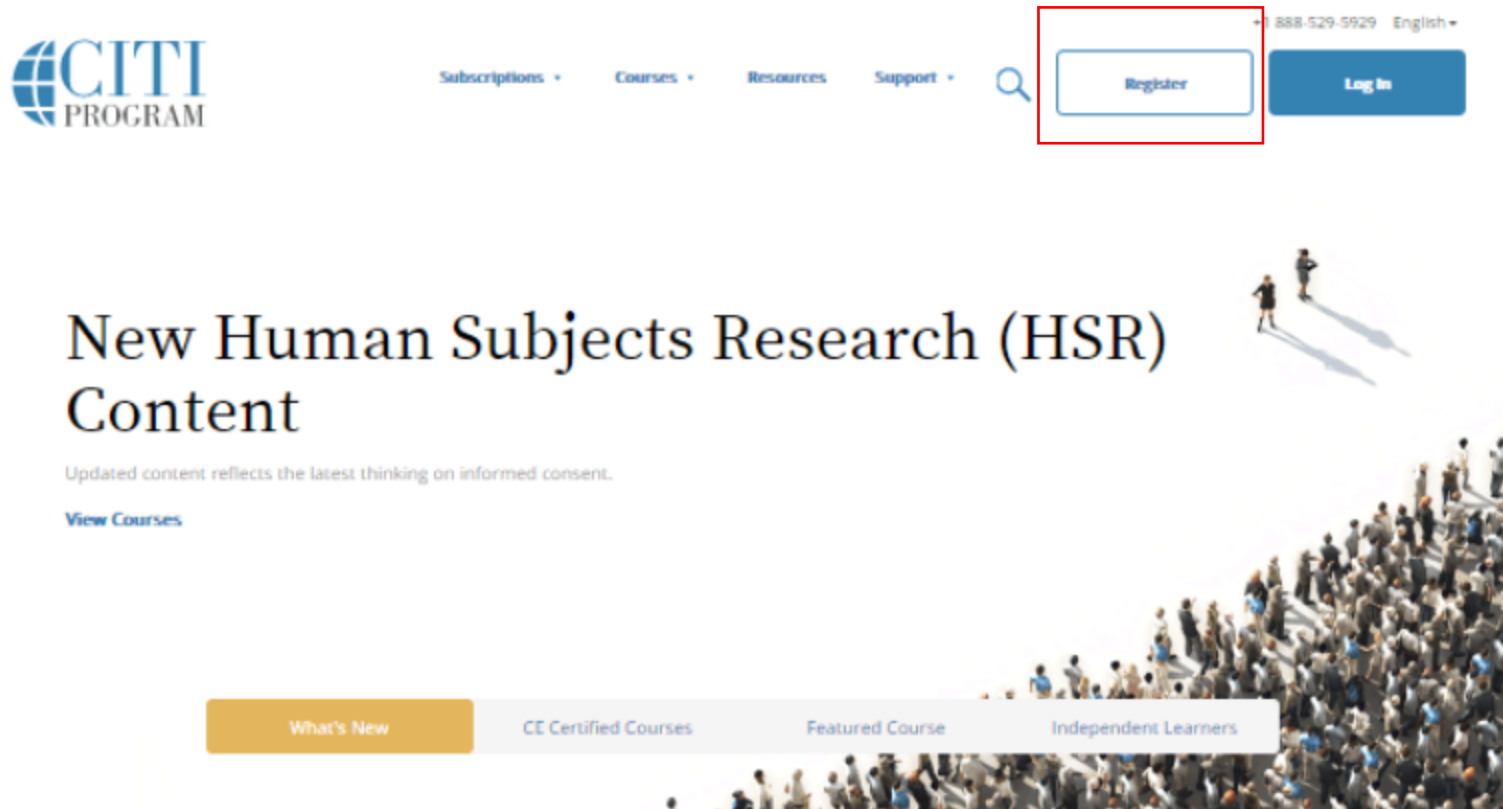


## First time registration on the new website:

Find the register button on the upper right portion of the home page, and click it to bring up the registration page.



The next steps are numbered 1-7. these steps will collect information to register your account and place you in the correct course based on your organization's settings.

**Step 1** Choose a participating organization from the search box. All active organizations are listed. This includes the VA sites, The DoE organizations, HANC affiliates, Canadian organizations, Indian organizations, and Korean based organizations.


## University of Maine System

### 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 

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 2** requests that you enter your first and last name along with your email address. Please enter your name here **as you would like it to appear on your completion report** received at the end of the course.

You can use any email address to register but we recommend not using your organizational email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account if you use a non organizational email. This means you can keep the same account and transfer credit if you affiliate with a new organization.

While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

**Using @maine.edu as your primary email will enable Single Sign On (SSO).**

CITI - Learner Registration - DEMO

Steps: 1 2 3 4 5 6 7

Personal Information

\* indicates a required field.

\* First Name

\* Last Name

\* Email Address

\* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

Category Links

LaunchPad

MaineStreet

YouTube

Bb

USM

CONCUR

CITI

box

MaineStreet

**At Step 3** you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and which you can comfortably answer for the tech support team.

CITI - Learner Registration - DEMO

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

### Create your Username and Password

\* indicates a required field.

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.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password  \* Verify Password

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.**

\* Security Question

\* Security Answer

[Continue To Step 4](#)

**Step 4** asks for your country of residence.

CITI - Learner Registration - DEMO

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

\* indicates a required field.

\* Country of Residence

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.

United States

Continue To Step 5

Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

\* 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 professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. **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 purchase after you start your course. You can change your preference on the "CE Credit Status" tab located at the top of your grad book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? 🗨️

- Yes
- No
- Not sure. Ask me later

Continue To Step 6

Choose if you would like to purchase CE credits.

This step is where you can also let us know your interest in participating in research surveys at a later date.

**Step 6** is organization specific. Each organization determines the fields listed on this page and what information is required or optional. Some organizations request very specific information such as a employee ID number or campus name. Any questions regarding the fields on this page should be directed to your organization's CITI Program administrator.

CITI - Learner Registration - DEMO

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

Please provide the following information requested by DEMO

\* indicates a required field.

Please provide the following information requested by University of Maine System

\* indicates a required field.

Language Preference  
English

\* Institutional email address  
casey.webster@maine.edu

\* Campus Affiliation  
USM

\* Gender  
Female

\* Highest degree  
MA or MS

Employee Number  
[ ]

Department  
[ ]

\* Role in research  
Principal Investigator

Address Field 1  
[ ]

1. Complete this section with your information

2. Choose your UMaine System University

Continue To Step 7

The questions in **Step 7** enroll you in CITI Program courses. These questions are set up based on the organization specific courses. Please read each question carefully to ensure you are enrolled in the correct course.

CITI - Learner Registration - University of Maine System

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

There are 10 Section Questions specific to UMS

1. \*Human Subjects Research \* Common to USM
2. Good Clinical Practice
3. Health Information Privacy and Security
4. \*Responsible Conduct of Research
5. \*Conflicts of Interest
6. Laboratory Animal Welfare
7. Biosafety/Biosecurity
8. \*CITI US Export Control Regulations
9. Institutional/Signatory Official
10. IRB Chair



The questions in **Step 7** enroll you in CITI Program courses. These questions are set up based on the organization specific courses. Please read each question carefully to ensure you are enrolled in the correct course.

CITI - Learner Registration - University of Maine System

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

### Question 5

## Conflicts of Interest

Check the box for the applicable UMS Campus:

Choose all that apply

- Conflicts of Interest (University of Southern Maine Campus ONLY)
- Conflicts of Interest (All OTHER University of Maine System Campuses)

Scroll down to

Complete Registration

Finalize Registration



Main Menu

 Your registration has been completed successfully.

Click the bar to see all the courses in your que.



University of Maine System Courses

Course	Status	Completion Record	Survey
General RCR	Not Started	Not Earned	
IRB Chair	Not Started	Not Earned	
Responsible Conduct of Research for Students	Not Started	Not Earned	
Social & Behavioral Research - Basic/Refresher	Not Started	Not Earned	
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	

Conflicts of Interest (University of Southern Maine Campus ONLY)

Click the highlighted text to begin.

My Learner Tools for University of Maine System

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

Click here to affiliate with another institution

## Social & Behavioral Research - Basic/Refresher - Basic Course

To pass this course you must:

- Complete all 7 required modules
- Complete 1 of 6 elective modules
- Achieve an average score of at least 80% 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

Your Current Score

0%

When Integrity Assurance is completed, the modules will highlight.

Complete The Integrity Assurance Statement before beginning the course

### Required Modules

	Date Completed	Score
<a href="#">CITI Conflict of Interest Course - Introduction (COI-Basic) (ID: 15177)</a>	Incomplete	0/0 (0%)
<a href="#">Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)</a>	Incomplete	0/0 (0%)
<a href="#">Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)</a>	Incomplete	0/0 (0%)

### Elective Modules

	Date Completed	Score
<a href="#">Conflicts of Interest Institution-Specific Policies (ID: 15309)</a> ← University of Southern Maine	Incomplete	0/0 (0%)
<a href="#">Conflicts of Commitment and Conscience (COI-Basic) (ID: 15073)</a> University of Maine, Orono	Incomplete	0/0 (0%)

Required Modules		
	Date Completed	Score
<a href="#">CITI Conflict of Interest Course - Introduction (COI-Basic) (ID: 15177)</a>	Incomplete	0/0 (0%)
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Ba		
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)		

Click on highlighted module to start. When one module is completed the next will highlight.

Don't forget to complete one required elective at the end.

Elective Modules		
	Date Completed	Score
<a href="#">Conflicts of Interest Institution-Specific Policies (ID: 15309)</a>	Incomplete	0/0 (0%)
<a href="#">Conflicts of Commitment and Conscience (COI-Basic) (ID: 15073)</a> University of Maine, Orono	Incomplete	0/0 (0%)

University of Southern Maine

Click My Reports to retrieve a copy of certificates and check due dates.

Main Menu | My Profiles | My CEUs | **My Reports** | Support | Admin

Main Menu > Previously Completed Coursework

**NOTE: The My Reports section now provides access to course completion data for both your current active affiliations and for past affiliations that are no longer active.**

▼ University of Maine System Reports

Social & Behavioral Research - Basic/Refresher

Social & Behavioral Research - Basic/Refresher								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Record
Basic Course	9884840	80%	84%	09/19/2012	03/19/2015	03/18/2019	<a href="#">View</a>	<a href="#">View/Print</a> <a href="#">Share</a>

UMS Financial Conflict of Interest

UMS Financial Conflict of Interest								
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Record
Stage 1	20471963			Due Now	N/A	N/A	<a href="#">View</a>	N/A