How to Complete the CITI COI Course

If you are a FIRST TIME CITI USER (i.e. you have never created an account in CITI and have never taken a CITI course before):

- You must create a CITI account using your **institutional email address** (@montefiore.org or @einsteinmed.edu).
- Please begin by following the instructions on **page 2** of this document.

If you are a CURRENT CITI USER (i.e. you have a CITI account and have completed courses in CITI before):

- Please make sure the primary email address listed in CITI is your **institutional email address** (@montefiore.org or @einsteinmed.edu). If it is not, please make this change immediately.
- Please **begin by going to the first step on page 2** to find the link to CITI's login page. Once you have logged in, **please skip to page 12** of this document and see step 3.

To ALL CITI Users:

- Please note that *CITI is a completely separate account from iRIS*. Store your username and password accordingly.
- The COI CITI course needs to be completed every 4 years.

Instructions on how to complete the CITI COI Course:

1. Go to the CITI Login webpage: [CITI - Collaborative Institutional Training Initiative (citiprogram.org)](citiprogram.org)

2. For **FIRST TIME CITI USERS**: If you do not already have an account with CITI, you will need to create a new account by clicking **REGISTER**.

a. For more information, please refer to CITI's Guide to Getting Started (citiprogram.org)

b. When creating your account, click **Select Your Organization Affiliation.**

c. Even if you are employed by Montefiore, you will type in **Albert Einstein College of Medicine**. The option will load, you will then click this option. **Montefiore is *not* an option—everyone, whether employed by Einstein or Montefiore, will choose Albert Einstein College of Medicine as their Organization Affiliation in CITI.**

    i. Once you have chosen **Albert Einstein College of Medicine** as your Organization Affiliation, you will check the box to agree to the terms of service and private policy. An additional box will appear to confirm that you are an affiliate of Albert Einstein College of Medicine. Check both boxes and then click the blue box that says **Create a CITI Program account**.

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Albert Einstein College of Medicine

Albert Einstein College of Medicine only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of Albert Einstein College of Medicine.

Create a CITI Program account

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d. Add your Personal Information: (when filling out the *Email Address section you **must** use your **institutional email address** -- @montefiore.org or @einsteinmed.edu)

CITI - Learner Registration - Albert Einstein College of Medicine

Steps : 1 **2** 3 4

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

e. Create a username, password, and security question. Keep this information safe!

f. There is no need to connect to ORCID ID!

g. Choose "Yes" to receive CME credits for your modules

h. Answer the dropdown questions below. When filling these out, under Affiliate Organizations, you can put **either** Montefiore or Einstein this time.

i. They will ask about CME again

j. Congratulations! You have registered successfully in CITI! However, you will need to click on **Add an Affiliation** under **Institutional Courses** even though you have already done this

k. Affiliated Institution is **Albert Einstein College of Medicin**e, NOT Montefiore.
    Check both boxes and click **Continue**.

l. Affiliate with Einstein and fill out the needed information—no need for
    Employee Number

m. Please fill in your **Department** and select your **Role**. If you are a faculty member, please select **Faculty**. If none of the options match your title, please select **Principal Investigator** or **Co-Investigator**. You may need to scroll.

n. Based on where your paycheck comes from, your institution is either MMC (Montefiore Medical Center) or AECOM (Albert Einstein College of Medicine)

o. Your "School" is AECOM (Albert Einstein College of Medicine)

City *

Bronx

State *

New York

Zip/Postal Code *

10467

Country

USA

Office Phone *

7189202985

...
Ferkauf
Stern
Wurzweiler
Yeshiva College
Other
Corodozo
Sy Syms
AECOM
Azrieli
Revel

...

Next

p. Select **Albert Einstein College of Medicine** and click **Next**.

Select Curriculum
Albert Einstein College of Medicine

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take.

For questions regarding course requirements or question selections, please contact:

Office of Human Research Affairs
Email: irb@einsteinmed.edu.
Phone: 718-430-2237
Website: Office of Human Research Affairs Website.

For technical support regarding the CITI Program Website please contact CITI Program Support.

View Instructions Page

Which institution are you affiliated with?

This question is required. Choose all that apply.

☐ Albert Einstein College of Medicine
☐ White Plains Hospital

Start Over   Next

LEGAL
Accessibility

q. You can now choose courses. Select **Conflict of Interest (COI)**

Select Curriculum
Albert Einstein College of Medicine

Select the course(s) you wish to complete:

Choose all that apply.

- [ ] Human Subjects Research (HSR)
- [ ] Good Clinical Practice (GCP)
- [ ] ALL of the CITI Program content
- [ ] Animal Care & Use (AC)
- [ ] Conflict of Interest (COI)
- [ ] Responsible Conduct of Research (RCR)
- [ ] Stem Cell Research
- [ ] Clinical Research Coordinator (CRC)
- [ ] COVID-19: Back to Campus (2020-2021)
- [ ] GDPR for Research and Higher Ed
- [ ] Research Study Design (RSD)
- [ ] Biosafety/Biosecurity (BSS)
- [ ] Good Laboratory Practice (GLP)
- [ ] French Courses
- [ ] A Beginner's Guide to Being a Sponsor-Investigator
- [ ] Webinars
- [ ] Clinical Trial Billing Compliance (CTBC)
- [ ] IRB Members
- [ ] Export Compliance
- [ ] Controlled Substances in Research Settings

Start Over   Next

r. The Einstein COI Course should be ready to begin! The COI Course has 4 parts with questions following each section. If you get questions wrong, you can go back and reread the text and try answering a second time. The COI CITI course needs to be completed every 4 years. Best of luck!

Welcome, E_____
Add Institutional Affiliation
Register as Independent Learner

0 Courses Completed   1 Day of Membership

✓ You are now enrolled in the course(s) you selected.

Show Courses for: Albert Einstein College of Medicine ▼   Institution List

Albert Einstein College of Medicine

Active Courses   Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin   Learner Tools

Albert Einstein College of Medicine   Not Earned
Albert Einstein College of Medicine Conflict of Interest
(COI) Course
Stage 1

0 / 4 modules completed   Start Now

Completed Courses   Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are

3. For **USERS WHO HAVE COMPLETED PREVIOUS CITI TRAININGS:** Please note that your CITI account will be a separate account from your Einstein Montefiore login credentials. You must log in using your separate CITI username and password.

4. If you already have an account but have forgotten your login information, click **Forgot?** on the login page to reset your account.

5. After logging in, click **View Courses** under **Institutional Courses** next to Albert Einstein College of Medicine to see if you have completed COI CITI training. If you have, great--you are all set! It is required to be completed every 4 years.

6. If you have **never** taken the **COI CITI course**, you will click **View Courses** under **Institutional Courses** next to your Einstein affiliation.

7. Then, **scroll down** to **Learner Tools for Albert Einstein College of Medicine** and click **Add a Course**.

8. Check **Albert Einstein College of Medicine**.

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View Instructions Page

Which institution are you affiliated with?

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✔ Albert Einstein College of Medicine

☐ White Plains Hospital

Start Over	Next

9. Check **Conflict of Interest (COI).**
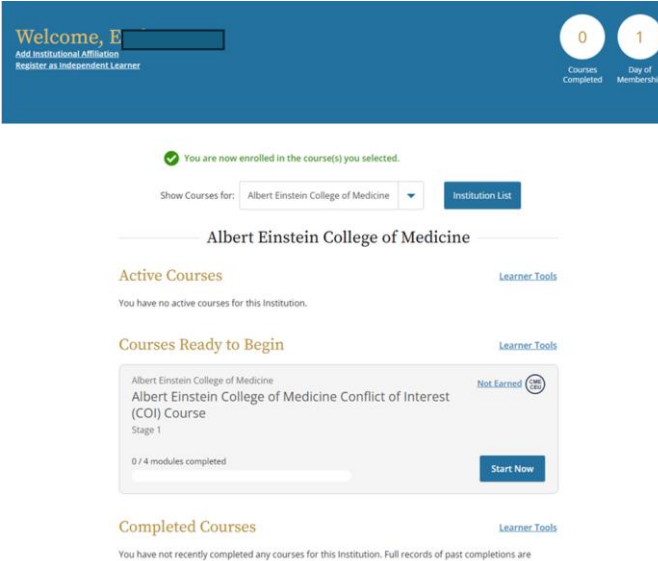
Select Curriculum
Albert Einstein College of Medicine

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☐ COVID-19: Back to Campus (2020-2021)
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☐ French Courses
☐ A Beginner's Guide to Being a Sponsor-Investigator

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11. If this is your first time completing the COI course, the "stage 1" course is appropriate.

12. If you have completed the COI course in the past and need to renew your training, the "stage 2" course may be used to renew your training for 4 more years.

13. Please note if you have completed the COI CITI course in the past, you may need to take it again if it has expired.