

University of Pittsburgh CITI Program Instruction Sheet

The University of Pittsburgh requires the completion of CITI training modules for all individuals involved in the conduct of research. The Office of Research Protections (ORP) [website \(www.orp.pitt.edu\)](http://www.orp.pitt.edu) provides detailed information on Training Courses and requirements as required courses are based on the research being conducted.

To simplify user access and better track completion of required research courses, we have built a special pathway or portal to access CITI using the current Pitt HSConnect login process. This will allow users and administrators to continue to use the same method to identify which courses have been completed. Users must go through the **Pitt CITI Access Portal** to affiliate with the university as there is no way to directly affiliate with the university from the CITI website.

All new investigators and research team members, including non-Pitt/UPMC investigators, must create an account on the University of Pittsburgh [HSConnect \(www.hsconnect.pitt.edu\)](http://www.hsconnect.pitt.edu) site. If you have completed CITI courses at another institution, it is possible to merge accounts if you follow the steps listed in this document. We accept modules completed within the past 2 years which were not Refresher modules.

This information sheet is designed to provide you with the basic tools to create your CITI account and complete the required research ethics and compliance courses. It is important to not create duplicate CITI or HSConnect accounts.

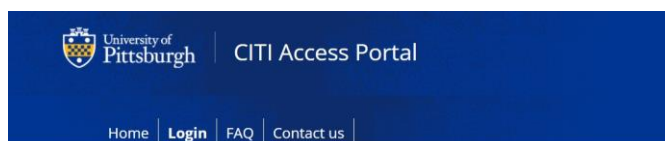
If you have any questions, please contact us at orp_support@pitt.edu and we will be happy to assist you.

First Time Login – Create Your Pitt CITI Account

Step 1: Do you have you have a Pitt HSConnect account?

- If **Yes**, go to **Step 2**
- If **No**, go to www.hsconnect.pitt.edu, create your Pitt account and then go to **Step 2**
- If **Unsure**, contact us at orp_support@pitt.edu or call the HSConnect support team at (412) 648-2222 before proceeding

Step 2: Go to www.citi.pitt.edu, click **Login**,



Welcome University of Pittsburgh and UPMC Researchers

[General Information \(PDF\)](#)

[Instruction Sheet for Accessing and Navigating CITI \(PDF\)](#)

The screenshot shows the top of the CITI Access Portal. At the top left is the University of Pittsburgh logo. To the right are navigation links: HOME, PITT, HEALTH SCIENCES, UPMC, and CONTACT US. Below the navigation bar is a blue header with the text "CITI Access Portal". Underneath the header, it says "Choose a login provider:". There are two buttons: a yellow one labeled "Pitt Users: Sign In using Pitt Passport" and a pink one labeled "Other Users: Sign In with HSConnect", separated by the word "or".

- **Univerisity of Pittsburgh accounts should choose the “Pitt Users”**
- **UPMC accouts should choose “Other Users”**

Step 3: You only have one opportunity to see this page so read carefully. Again, this is displayed only once for first time users so existing CITI accounts can be linked.

The screenshot shows a form with two sections. The first section has a header "Associate your SSO account with a CITI Program account". Below it, it says "Please choose an option:". There are two radio buttons: "I already have a CITI Program account." (which is unselected) and "I don't have a CITI Program account and I need to create one." (which is selected). The second section has a header "Create a new CITI Program account". Below it, it says "By clicking the button below, you will create a new CITI Program account." and there is a blue button labeled "Create A New CITI Program Account".

- If Yes, you will be asked to enter your **existing CITI username/password** from the non-Pitt institution

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.

Link to an existing CITI Program account

To link your existing CITI Program account to your SSO account, please log in to your CITI Program account.

* indicates a required field.

CITI Program Username *

CITI Program Password *

Log In

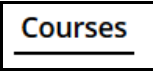
[Did you forget your CITI Program account username or password?](#)

- If you select No, click on Create CITI Account and you will be redirected to the CITI Program Member Profile. You will be asked a series of questions to create your CITI member profile.

****Your Pitt/CITI account has now been created and you will not repeat these steps****

Select Courses, Access Certificates, Purchase CEUs

Courses

Step 1: Click on  displayed in top left corner of the page.



Courses

Records

CEUs

Support

- You will be redirected to the page below where you can **"Add a Course"**

Welcome, RCCO

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

0

Courses
Completed

1

Day of
Membership

Show Courses for:

University of Pittsburgh



Institution List

University of Pittsburgh



You are not enrolled in any courses for this institution.

Add a Course

Learner Tools for University of Pittsburgh

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

➤ Click on [Learner Tools](#) at any time for access links to manage your account.

Step 2: Choose your courses and then click on the Next button displayed at the bottom of the page. Below is an example of the course displays.

Question 1

Common Courses Applicable for Most

Choose all that apply.

- ☒ **Responsible Conduct of Research**
- ☐ COI PHS Regulated Course
- ☒ **Conflict of Interest**
This series consists of two basic tracks: COI PHS Regulated or COI Non-PHS Regulated.
Courses for Human Subject Research
- ☒ **Human Subjects Protection**
This series consists of courses from two basic tracks: Biomedical or Social-Behavioral-Educational. The Biomedical course is required for all UPMC investigators.
- ☐ Good Clinical Practice
This series consists of two basic tracks: Clinical Trials involving FDA regulated research or GCP - Social and Behavioral Research Best Practices for Clinical Research [Note: FDA regulated research GCP course is required for all UPMC investigators].
- ☐ Privacy & Information Security
This series is required for any researchers who encounter protected health information. This course is required for all studies submitted to the UPMC OSPARS office.

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

University of Pittsburgh
Biomedical Course
Stage 1 - Basic Course

0 / 10 modules completed

[Start Now](#)

University of Pittsburgh
COI PHS Regulated Course
Stage 1 - Basic Course

0 / 4 modules completed

[Start Now](#)

University of Pittsburgh
Responsible Conduct of Research
Stage 1 - Basic Course

0 / 7 modules completed

[Start Now](#)

- Once you have completed and passed a course, you can easily access your Completion Certificate to view, print, or share electronically. CITI completion reports are transmitted nightly and access to Pitt on-line applications will be possible **24-48 hours** after completion.
- Some of the courses may be eligible for Continuing Education Credits and may be purchased through the CITI Program.

University of Pittsburgh

[Not Earned](#)



Responsible Conduct of Research

Stage 1 - Basic Course

[Post-Course Survey](#)

Passed 25-Nov-2015

[Review Course](#)[View - Print - Share Record](#)