



**CITI Program
Training Guide**

1 REGISTER

1. Visit <https://www.citiprogram.org/>, then click on the **Register** button.



2. Enter Lahore University of Management Sciences in Organization and click continue

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. ⓘ

Lahore University of Management Sciences

Lahore University of Management Sciences 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 Lahore University of Management Sciences.

[Continue To Create Your CITI Program Username/Password](#)

3. Enter your personal details

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

4. Enter User Name and Password
5. Enter Country details
6. Select “Yes” in CE credits option and “Other Participants” in type of credit option.

* 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

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™
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - CE Credits
- Pharmacists - CPE Credits

[Continue To Step 6](#)

7. Please enter your LUMS email address
8. Select your courses from the available courses
9. Click the Finalize Registration button to complete your registration

2 LOGGING IN: STARTING & COMPLETING YOUR COURSES

1. Enter your username and password created during registration and click the Log in button.
2. After logging in, your starting point is the Courses page. Your courses are listed by institution. Click the **View Courses** to see the list of available courses.



Welcome, Faiza
Add Institutional Affiliation
Register as Independent Learner

0 Courses Completed
0 CE Credits Purchased
1 Day of Membership

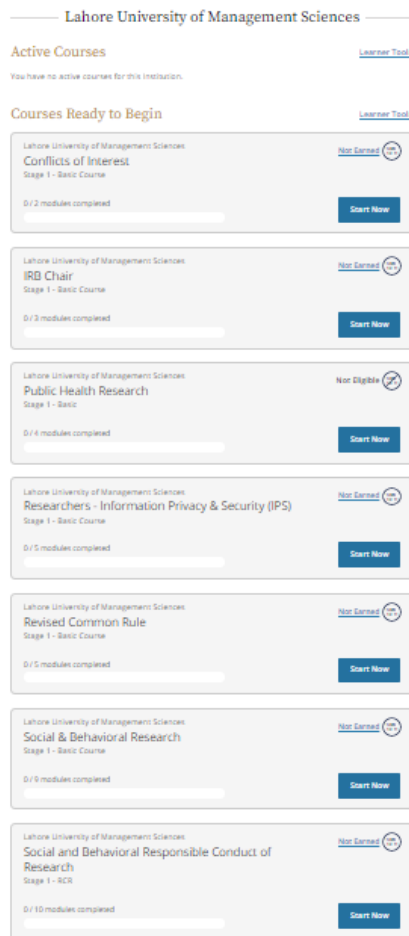
Institutional Courses

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](#).

Lahore University of Management Sciences

[View Courses](#)

3. After clicking on View Courses, the entire list of available courses will be visible



Lahore University of Management Sciences

Active Courses [Learner Tools](#)
You have no active courses for this institution.

Courses Ready to Begin [Learner Tools](#)

- Lahore University of Management Sciences
Conflicts of Interest
Stage 1 - Basic Course
0/2 modules completed [Start Now](#) [Not Earned](#)
- Lahore University of Management Sciences
IRB Chair
Stage 1 - Basic Course
0/3 modules completed [Start Now](#) [Not Earned](#)
- Lahore University of Management Sciences
Public Health Research
Stage 1 - Basic
0/4 modules completed [Start Now](#) [Not Eligible](#)
- Lahore University of Management Sciences
Researchers - Information Privacy & Security (IPS)
Stage 1 - Basic Course
0/5 modules completed [Start Now](#) [Not Earned](#)
- Lahore University of Management Sciences
Revised Common Rule
Stage 1 - Basic Course
0/5 modules completed [Start Now](#) [Not Earned](#)
- Lahore University of Management Sciences
Social & Behavioral Research
Stage 1 - Basic Course
0/9 modules completed [Start Now](#) [Not Earned](#)
- Lahore University of Management Sciences
Social and Behavioral Responsible Conduct of Research
Stage 1 - SCR
0/10 modules completed [Start Now](#) [Not Earned](#)

The course listing is divided into:

- Active Courses (courses you have started)
- Courses Ready to Begin (not yet started)
- Completed Courses

4. Click the **Start Now** button to begin the course

Courses Ready to Begin


[Learner Tools](#)

Lahore University of Management Sciences

Conflicts of Interest

Stage 1 - Basic Course

0 / 2 modules completed

Not Earned 

Start Now

5. The first time you access a course you must complete the Integrity Assurance Statement. The system will not allow you to start the course modules until you have clicked the "accept" boxes.

Assurance Statement

Initial Biosafety Training - Independent Learner

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

6. On the Course/Gradebook page you will find:

- Instructions - the number of modules you must complete and the average passing score required to pass the course. These requirements are specific to this institutional course.
- Progress - the number of modules you have completed in the course out of the total number of modules required.

- **Score** - your current average score. Quiz Scores are calculated by dividing the number of correct answers by the number of the total answers, multiplied by 100.



Conflicts of Interest
Lahore University of Management Sciences

INSTRUCTIONS

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS
0 / 2 modules complete

SCORE
0%


7. Click the **Start** button for the first incomplete required module to begin the course.

Required Modules

Complete all 2 required modules.

Modules	Completed	Score	
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID 15070)	Incomplete	-	Start 
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID 15072)	Incomplete	-	Start 

8. After reviewing the module content take the quiz to move to the next required module.

 **This module has a quiz.**

[Return to Gradebook](#) [Take the Quiz](#)

3 SHARING YOUR COURSE COMPLETIONS

You can access your completion records through the Records tab which provides the completion records for all course completions on your account.



Each records includes;

- **Stage** - if applicable this list the stage of course such as basic or refresher
- **Record ID** - a unique number assigned to this completion
- **Passing Score** - the score required by the institution to pass
- **Your Score** - the score you achieved to meet passing requirements
- **Start Date** - the date you started the course
- **Completion Date** - the date you completed the course
- **Expiration Date** - if applicable, the date the institution has set for this course to expire
- **Completion Record** - provides access to your completion documents

Lahore University of Management Sciences Records (ID 3723)

Social & Behavioral Research - Basic/Refresher - Social & Behavioral Research (ID 236787)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	43117542	-	-	Due Now	-	-	View	-

IRB Chair (ID 236790)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	43117543	-	-	Due Now	-	-	View	-

To access the completion documents click on **View-Print-Share** under Completion Record.

CITI Program offers two different documents to reflect a course completion:

- **Completion Reports** are transcripts that include all quiz scores. Part 1 shows scores at the time you completed and passed the course. Part 2 reflects any subsequent quiz attempts.
- **Completion Certificates** are diplomas that do not include quiz scores. They are more suitable for sharing on sites like LinkedIn.

Each Completion Report and Completion Certificate has a unique "verify" link that you can send to others to share your results (or use for online posting).