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

3. Enter your personal details

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.

CITI - Learner Registration - Lahore University of Management Sciences

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

* 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.

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

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

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.
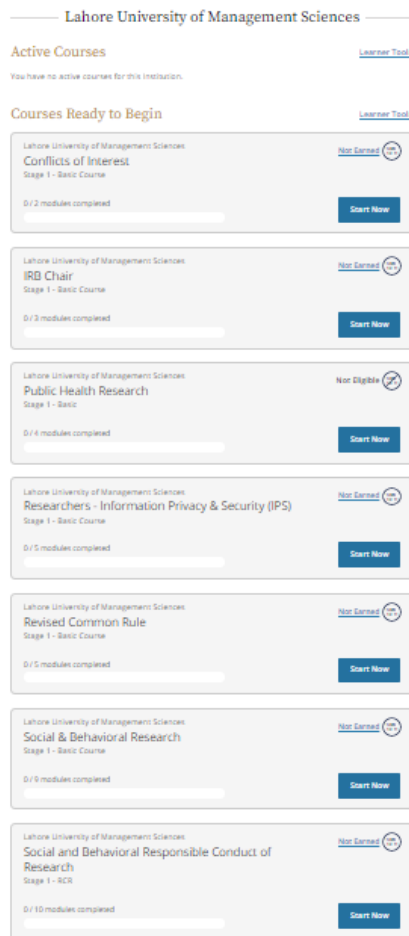
6. On the Course/Gradebook page you will find:
- Instructions - the number of modules you must complete and the average passing score required to pass the course. These requirements are specific to this institutional course.
- Progress - the number of modules you have completed in the course out of the 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.

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

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

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).