

# CITI COI Training for UCF Learners

COI training is required by investigators involved in the design, conduct, and/or reporting of research. COI training must be completed in CITI **prior** to engaging in research or project account creation, and **every 4 years** thereafter.

## Creating and Accessing CITI UCF Learner Accounts



### To create a New CITI UCF Learner Account:

- (1) Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
- (2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
- (3) Click "Sign On" for direct access to CITI.
- (4) Click Continue to match your SSO (single sign on) account with a CITI Program account.
- (5) Select "I don't have a CITI Program account and need to create one."
- (6) Click "Click here to create a new CITI Program account."

By using the UCF single sign-on, your name, email, employee PID, and any other information needed from UCF will automatically be populated into your CITI learner profile.

### To access an Existing UCF Affiliated Learner Account:

- (1) Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
- (2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
- (3) Click "Sign On" for direct access to your CITI learner account.

If you have an existing account and do not see your training history once logged in, please contact [risservicesdesk@ucf.edu](mailto:risservicesdesk@ucf.edu) to request your previous account is linked to your NID.

*\*The CITI Training icon can also be found on the ORC-COI program website*

## UCF CITI- COI Training Modules

UCF CITI-COI training includes three REQUIRED modules under the Conflict of Interest Mini-Course:

1. CITI Conflict of Interest Course-Introduction (ID: 15177)
2. Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (ID: 15070)
3. Institutional Responsibilities as They Affect Investigators (ID: 15072)

The following is an OPTIONAL module: Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest (ID: 15073)

**A passing score of 80% or more is required for course completion.**

**The ORC-COI Office receives automated notification from CITI when COI training is completed.**

## Select University of Central Florida Courses

The screenshot shows the top of the CITI PROGRAM website. The header is blue with the CITI PROGRAM logo on the left and the text 'Collaborative Institutional Training Initiative at the University of Miami' on the right. A search bar labeled 'Search Knowledge Base' is in the top right corner. Below the header is a navigation bar with links: 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', and 'Support'. A 'Main Menu' dropdown is open, showing three options: 'University of Central Florida Courses', 'Click here to affiliate with another institution', and 'Affiliate as an Independent Learner'.

## Select Add a Course or Update Learner Groups

This screenshot shows the 'Add a Course or Update Learner Groups' dropdown menu. The dropdown is titled 'University of Central Florida Courses'. Below the title is a section 'My Learner Tools for University of Central Florida' with a list of options: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. Below this list are two more options: 'Click here to affiliate with another institution' and 'Affiliate as an Independent Learner'.

## Answer "Yes" to Question 5

The screenshot shows a question box titled 'Question 5'. The text inside asks 'Would you like to take the Conflict of Interest mini-course?' and says 'Choose one answer'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected.

## Under Course(s): Select Conflict of Interest

This screenshot shows the 'Conflict of Interest' selection screen. At the top, there is a navigation bar with links: 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', and 'Support'. Below this is a 'Main Menu' dropdown with a green checkmark and the text 'Your request has been successfully submitted.' Below that is a dropdown menu titled 'University of Central Florida Courses' with a 'Course' option. The 'Conflict of Interest' option is selected and highlighted.

The CITI program will notify learners via email 30 days prior to COI training expiration (every 4 years) to complete the COI Refresher course.

## Support

Please contact the ORC- COI Office for training requirement questions at [coi@ucf.edu](mailto:coi@ucf.edu) or refer to the COI website at <http://www.coi.ucf.edu/training.html>.

For login support please contact the Research Information Systems service desk at [risservicedesk@ucf.edu](mailto:risservicedesk@ucf.edu).

Technical issues should be addressed to [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu) or (305) 243-7970.

