

Instructions for Accessing Human Subjects Protection Training

The Human Subjects Protection course is maintained by CITI (the Collaborative Institutional Training Initiative). *In order to receive proper credit, you must log into this course through Rascal.*

1. Log into Rascal TC0087 – Human Subjects Protection Training here: <https://www.rascal.columbia.edu/tc/TC0087>.
2. Click “Take Course” to be redirected to a Uni Login (CU uni and password) and then to the CITI website.
 - a. If you already have a CITI account through Columbia, you should be taken to your CITI Main Menu.
 - b. If you do not have a CITI account through Columbia, or if your CITI account has not been linked with Columbia, you will see the following:

We were unable to automatically match your SSO account with a CITI Program account.

- If you already have a CITI Program account, we will link it to your SSO account.
- If you don't have a CITI Program account we will create one for you.

Click the button to continue.

[Continue](#)

3. Click “Continue” then select the option that describes your situation:



Collaborative Institutional Training Initiative
at the University of Miami



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.

4. If you already have a CITI Program account, enter your CITI Username and Password. If you don't know them, click “Did you forget your CITI Program Username or Password?”

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?](#)

5. If you do not have a CITI account, click “Click here to create a new CITI Program Account.”

Create a new CITI Program account

By clicking the link below, you will create a new CITI Program account.

! This may take up to 1 minute. Please do not click more than once.

[Click here to create a new CITI Program account.](#)

6. You will be taken your CITI Main Menu. Click “Columbia University Courses.”

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

- ▶ **Columbia University Courses**
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

7. Click “You are not enrolled in any courses for this institution. Click here to complete your enrollment.”

▼ Columbia University Courses

Course	Status	Completion Report	Survey
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My Learner Tools for Columbia University

! You are not enrolled in any courses for this institution. Click here to complete your enrollment.

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

8. When asked to "Select Curriculum," check "Human Subjects Protection Training" and answer the subsequent questions about your current and future research.
- a. If you do or will conduct research with Minors or FDA-regulated research, be sure to answer “Yes” to the appropriate questions.

* Which trainings do you need to complete?
Choose all that apply

- TC0087 - Human Subjects Protection (HSP) Training
For all Researchers, Students, and Research Staff conducting research with human subjects.
- TC0094 - Responsible Conduct of Research Training
Required for some undergraduates, graduate students and postdocs funded by National Science Foundation (NSF) or National Institutes of Health (NIH) grants. Recommended for others, including faculty and research staff.
- TC3450 - Good Clinical Practice (GCP) Training
This course is primarily for those researchers whose sponsors require GCP training, including NIH clinical trials and certain industry sponsors. NOTE: this course is NOT a substitute for Human Subjects Protection (HSP) Training; all Human Subjects researchers must complete HSP training.

Next Start Over

9. After answering all Curriculum Selection questions you will be directed back to your Main Menu.
 - a. Under Columbia University Courses you will see your Learner Group course (e.g., Human Subjects Protection Biomed); under Status it will say Not Started.
 - b. Click on course title; you will be directed to the Gradebook for your course.

Main Menu

✔ Your request has been successfully submitted.

▼ Columbia University Courses

Course	Status	Completion Report	Survey
Human Subjects Protection Biomed	Not Started	Not Earned	

My Learner Tools for Columbia University

- Add a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

10. Complete the Integrity Assurance Statement before beginning the course.

Human Subjects Protection Biomed

To pass this course you must:

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

Your Current Score: %

[Complete The Integrity Assurance Statement before beginning the course](#)

Required Modules	Date Completed	Score
Belmont Report and CITI Course Introduction (ID: 1127)	03/02/15	2/3 (67%)
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)

11. Complete all Required Modules. Note: you do not need to complete the entire course at one sitting.
12. Completion data are transferred to Rascal overnight so they will not show up in Rascal until the following day.
13. For questions, click Email Contact Person from the Rascal Course Overview or from the Rascal Course Listings page.