

CITI Training Instructions for Students

1. Log onto <https://www.citiprogram.org/>
2. **Log in** if you already have an account. *Skip to step 6*
3. Click on **NEW USERS** register here
 1. Select your institution or organization: use drop box to select **University of Massachusetts Lowell**
 2. Create your **Username and Password** following instructions given for requirements
 3. **Security Question and Answer:** From the drop down choose a security question and type the correct response
 4. Enter your name and then email address
 5. Enter your gender, ethnicity and race
 6. CME/CEU credits: Click **No** to this
 7. Course survey: Choose **yes or no**
 8. **SUBMIT** your registration
4. Fill in the required Member information (marked with an asterisk)
Language preference: **ENGLISH**
Institutional email address: Enter your **UMASS Lowell email** address
Department: **Physical Therapy**
Role in Research: From drop down box choose: **Lab Research Staff**
5. **SUBMIT**
6. **Main Menu**, under “*Learner Tools*”, click the first bullet “*Add a course...*”
7. Scroll down the next page and click on “*Continue to Question 1 at this time.*”
8. Click (select) on Boxes
 - “*For Work with Biohazardous Materials & rDNA (IBC Courses)*”
 - “*Information Privacy and Security for Health Sciences*”Then click next
9. Scroll down the next page
10. Click (select) on Boxes
 - “**Basic Biosafety Training**”
 - “**OSHA Bloodborne Pathogens**”Then click next
11. Click (select) one of the courses
 1. “**Basic Biosafety Training**”
 2. “**Information Privacy and Security for Health Sciences**”
 3. “**OSHA Bloodborne Pathogens**”
12. Click (select) and complete **The Integrity Assurance Statement** and click **SUBMIT**
13. Under For Questions and Answers During this Training Session there is some information which you will
 - **Website location of Exposure Control Plan:** <http://www.uml.edu/EEM/Policies-and-Procedures/default.aspx>
 - Name and Contact Information of Safety Officer: **Richard Wood, 978-934-2583, Richard_Wood@uml.edu**
 - Name of Health Care Facility: **Wellness Center: Health Services, University Crossing, 220 Pawtucket Street, 3rd floor, 978-934-6800, Health_Services@uml.edu** M-Th 8:15 am - 4:45 pm, F 9:15 am – 4:45 pm
 - After hours and weekends
 - Lowell General Hospital Urgent Care – <https://www.lowellgeneral.org/care-and-services/urgent-care/urgent-care>
Locations: Billerica, Dracut, Tewksbury, Westford.

On-Campus Emergencies: 978-934-4911
14. Read/ review the information contained in the training module. When ready click (select) “*Take the quiz...*”
 - Provide answers to questions and **SUBMIT**.
15. Continue with this process completing **all** modules and quizzes for **each** course.
16. Click on **Go to Main Menu**. Under Completion Reports, click on **PRINT**, which can be saved as a pdf. Click on (select) the save button that comes up on the bottom of the page (along with print, +/_) etc., to save as a pdf. ***A Certificate of Completion is required for each course.*** Please name certificates accordingly (**Last Name - <course name>**). Please submit copies via Black Board by the denoted deadline <refer to syllabus>.