

## Instructions for CITI Program Registration – HIPAA Training

**\*\*\*Please note that these instructions are only for those who've never registered for an account on the CITI Program training site. If you have a CITI Program account, you'll just need to add the HIPAA course to your learner menu. This can be done from the main page that appears after you login to your account. You do not need to create a separate account for the HIPAA training.**

Go to the CITI homepage: <https://about.citiprogram.org/en/homepage/>

Once you're on the CITI program website, click the 'Register' button at the top of the page. This will open a new window where you will select your institution and create a user ID and password.

**Step 1.** Enter your institutional affiliation – University of North Dakota (the institution's name must be spelled out – don't use any abbreviations). Check the box to agree to the site's Terms of Service and Privacy Policy. Then, check the box to affirm you are an affiliate of UND and Select 'Continue to Create Your CITI Program Username/Password'.

**Step 2.** Enter your first and last names and your primary email address in the spaces provided. If you have a secondary email, it's recommended that you include it here, too. Select 'Continue to Step 3'.

**Step 3.** Enter a Username and Password. Create a Security Question and provide the answer to that question. Select 'Continue to Step 4'.

**Step 4.** Enter Country of Residence: United States. Select 'Continue to Step 5'.

**Step 5.** Respond 'No' to the question about receiving Continuing Education Unit (CEU) credits. Choose whether the CITI Program may contact you regarding future participation in research surveys. Choose whether the CITI Program may contact you regarding marketing information. Select 'Continue to Step 6'.

**Step 6.** Complete all of the items marked with an asterisk (\*). The other items are optional and don't need to be completed. Some tips:

- For Department, use your academic department or department of employment.
- For What is your role in research, choose the response that most closely fits with your role.
- Once all required information has been entered, Select 'Continue to Step 7'.

**Step 7.** Select your course curriculum:

- For questions 1-3, choose 'Not at this time'
- For question 4, select 'No'
- Ignore question 5.
- There is no question 6.
- For question 7, select 'Group 1: HIPAA Researchers and Clinicians'

Click 'Complete Registration'. This will take you to a page that indicates your registration with the University of North Dakota is complete. Click 'Finalize Registration'.

You should now be on the Main Menu page. Select 'University of North Dakota – View Courses' to open your course menu. It should list the course you've selected: Group 1: HIPAA Researchers and Clinicians. Click on the name of the course to open the course. You will first have to complete the Integrity Assurance Statement before you can begin working on the modules. There will be a short quiz after each module. You do not need to complete the entire course in one sitting. The system will keep track of what modules you've completed, as well as your scores on each quiz. You must receive an overall score of at least 80% in order to pass. If necessary, you may re-take modules in order to boost your total score.

You should print out or save your completion certificate when you're finished for your records. The HIPAA administrator will receive notification electronically from the CITI Program once you've successfully completed the course.