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I. Instructions for Obtaining an iStar Account

1. Go to iStar.usc.edu. You are now on the iStar homepage.

2. In the left column under “General Information”, click on “Obtaining an iStar Account.” This link will take you to the registration page.
3. Read through the “USC Training Requirements” at the top of the “Obtaining an iStar Account Page.” Then complete the registration form underneath the training requirements.

For UPC (University Park Campus) and HSC (Health Science Campus) users:

USC Training Requirements:

- Human Subjects Training taken through the CITI (Collaborative IRB Training Initiative) program is mandatory for Principal Investigators and Key Personnel conducting human subject research. All key personnel involved with a study are required to complete this online training program. Confirmation of educational certification will be required prior to the approval of research projects submitted to the IRB. Please see the current information regarding CITI training at USC on the OPRS (Office for the Protection of Research Subjects) website.

- Good Clinical Practice (GCP) is also taken through the CITI (Collaborative IRB Training Initiative) program. It is mandatory for Principal Investigators and Key Personnel conducting clinical trials research. For more information about GCP training requirements at USC, please visit the OPRS website.

- You can complete CITI training before obtaining an iStar account. The CITI and iStar systems operate independently of one another. Any CITI questions, please contact the USC CITI Help Desk at (213) 825-5272 or email citi@usc.edu.

- HIPAA (Health Insurance Portability and Accountability Act) training is a requirement for all faculty, USC staff employees, students, volunteers, agents, and other certain individuals who have access to patient health information (PHI). This course can be taken online through the USC Office of Compliance website. For more information about HIPAA requirements at USC, please visit the OPRS HIPAA page.

Instructions for Completing the Registration Form:

**Name:** Provide your First, Middle and Last name. The middle name field is particularly crucial if you have a common last name.

**Credentials:** List any degrees you have acquired (M.D., Ph.D, etc).

**Title/Position:** Write your job title, or research role. For example: Undergraduate Researcher, Clinical Research Coordinator, Associate Professor, etc.

**Position Type:** From the dropdown menu, select whether you are:

- Faculty
- Staff
- Visiting Scholar
- Post-Doc, Fellow or Resident
- Graduate Student
- Undergraduate Student
- Volunteer
- Other (if you select this option, provide your Position Name in the space provided)

**Employer/Affiliation:** From the dropdown menu, indicate the site where you are employed or affiliated *(Note: this is not necessarily the location where your research is taking place):*

- USC
- CHLA
- LAC+USC Hospital
- Other (if you select this option, provide your Employer/Affiliation in the space provided)

**Employee ID:** If you have a 10-digit USC number, provide that here. If you have an employee or student number through a different affiliation, include that here. Otherwise, write N/A.

**Associated Department/Division:** Using the “Select” menu, set the filter to Organization and type in a key word to search for your department. You may have luck searching for your specialty (i.e. “anesthesiology”), though some departments are organized by name (“Rossier School of Education” can be found by searching “Rossier” but not “Education”).

**Email:** Provide your USC email if you have one; otherwise a work or personal email address is fine. Be sure to use an address you check frequently, as any study update alerts will go to this email.
**Business Phone:** Provide your business phone if you have one; otherwise a home or mobile number is fine. This number will appear in your iStar profile in case your research team needs to contact you.

**Emergency Contact Number:** Provide a mobile or pager where you can be reached if immediate contact is necessary. This number will appear in your iStar profile in case your research team needs to contact you.

**Research Will Be With:** Using the checkboxes provided, indicate whether you are conducting research with Human Subjects, Animals, neither, or both.

Click the “Register” button at the right side of the screen. Following verification of your information, your account will be activated and you will get an email with your login and temporary password information (you will be able to change your password upon first login). If you do not receive an email informing you of your account activation and log in information within 2-3 business days, send an email to iStar@usc.edu requesting an update.
II. Instructions for Registering for CITI

1. Go to CITIProgram.org. You are now at the CITI homepage.

2. In the upper right-hand corner, or on the right side of the page, click on “Register.” This will take you to the registration page.
a. **Step 1. Select Your Organization Affiliation.**

In the text box provided, type “University of Southern California”. It will auto-populate with available options as you type.

![CITI - Learner Registration](image)

*b. Step 2. Personal Information.*

Provide your first and last name in the available spaces, as well as a primary and secondary email (retype each to verify). Be sure that your primary email is the same email you used to request your iStar account. If convenient, your USC email should be your primary and your personal or business email should be your secondary.

![CITI - Learner Registration - University of Southern California](image)
c. **Step 3. Create your Username and Password.**

Your username is not case sensitive and should consist of 4-50 characters. Enter it once.

Your password is case sensitive and should consist of 8-50 characters. Enter it and retype in the next box to verify. You may find it convenient to use the same username and password for both your iStar and CITI accounts.

From the Security Question dropdown menu, select a question that you will remember the answer to if you need to reset your account, and type the answer in the subsequent box.
d. Step 4. Gender, Ethnicity and Race

In the first section, “Your Gender Is”, indicate whether you identify as Male, Female, or if you would rather not disclose.

In the second section, “Your Ethnicity Is,” indicate whether you identify as Hispanic or Latino, Not Hispanic or Latino, or if you would rather not disclose. You can only make one selection.

In the third section, “Your Race Is,” indicate whether you identify as American Indian or Alaska Native, Black or African American, Asian, Native Hawaiian or Other Pacific Islander, White, or if you would rather not disclose. You may select all categories that apply.
e. **Step 5. Continuing Education Units**

Indicate whether or not you are interested in receiving Continuing Education Unit (CEU) credits (for purchase) for completing CITI Program courses, and what type of credit you would like to earn (if applicable). Also indicate whether you would be interested in participating in research surveys at a later date to help improve the CITI Program course offerings.
f.  Step 6. Requested Information

**Contact Telephone Number:** Provide your Contact Telephone Number in the box provided.

**USC Ten-Digit ID:** Supply your 10-digit USC ID number if you have one; otherwise, write “None.”

**iStar Username:** If you have already received an iStar username, include it here. Otherwise, write “None.” You can always update this field when you become an active iStar user.

**Department:** Indicate your department where you work, or which is overseeing your research.

**Learner Category:** From the dropdown menu, select whether you are:
- Undergraduate Student
- Graduate Student
- Postdoc
- Staff
- Faculty
- Non-USC
### USC Instructions for ISTAR and CITI

**CITI - Learner Registration - University of Southern California**

*Indicates a required field.*

- Contact Telephone Number (cell phone preferred)
- USC Ten-Digit ID (*None* if you don't have it)
- IStar username or *None* if you don't have it.
- Department
- Learner Category

[Continue to Step 7]
III. Making and Changing Your Course Selections

\[g.\] **Step 7, Part A. CITI Course Enrollment Procedure**

Read the descriptions of the five available CITI programs to determine which certifications are necessary for your research. (See expanded descriptions of each course on pages 12 and 13).

Then indicate which programs you want to participate in at this time in Question 1.
IV. Expanded Course Descriptions

A. Human Subjects Protections: Complete if you are conducting research with human subjects.

Learning Objectives:
- Educate USC human subjects investigators on the ethics and principles of human subjects protection
- Educate USC human subjects investigators on the federal and state regulations regarding human subjects protections
- Improve human subjects protections at USC

Course Requirements:
- HSC: Medical Students and those conducting Exempt Research
  - Complete 4 of 17 available modules and associated quizzes (takes approx. 1-2 hours)
  - Complete a 4 module refresher course every 3 years
- HSC: Investigators, Key Personnel, and HSIRB Members/Staff
  - Complete 8 of 17 available modules and associated quizzes (takes approx. 2-4 hours)
  - Complete a 4 module refresher course every 3 years
- UPC: Students, faculty advisors, and those conducting exempt research:
  - Complete 4 of 17 available modules and associated quizzes (takes approx. 1-2 hours)
  - Complete a 4 module refresher course every 3 years
- UPC: Faculty/Staff investigators, Key Personnel, and UPIRB Members/Staff
  - Complete 8 of 17 available modules and associated quizzes (takes approx. 2-4 hours)
  - Complete a 4 module refresher course every 3 years

Web Resources:
- Office for the Protection of Research Subjects (OPRS)
- Health Sciences IRB
- University Park IRB

B. Good Clinical Practice (GCP): Complete if you are conducting Full Board clinical trials research. This program is also recommended for all biomedical researchers and staff.

Learning Objectives:
- Educate learners in the principles of Good Clinical Practice (GCP), the international ethical and scientific standard expected in design, conduct, performance, monitoring, auditing, recording, analysis, and reporting of clinical trials

Course Requirements:
- Complete 15 required modules and associated quizzes (takes approximately 2-4 hours)
- Certification will be valid until university requirements change (no refresher course required)

Web Resources:
- International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH)

C. Responsible Conduct of Research (RCR): Complete if your research is supported by the National Science Foundation (NSF).

Learning Objectives:
- Educate learners in the principles of ethical conduct of research, with respect to:
  - Research Misconduct
Course Requirements:

- Complete 9 required modules and associated quizzes (takes approximately 2-4 hours)
- Certification will be valid until university requirements change (no refresher course required)

Web Resources:

- USC Code of Ethics
- Office of Compliance

D. Conflict of Interest: Complete if your research is supported by funding from the Department of Health and Human Services (HHS).

Learning Objectives:

- To educate learners on changes in the HHS revised regulation on conflict of interest and the new annual disclosure requirement
- To educate learners on USC policy and the disclosure process here at USC

Course Requirements:

- Complete 3 required modules and associated quizzes (takes approximately 1-2 hours)
- Complete a refresher course every 4 years

Web Resources:

- Office of Compliance – HHS Required COI Training
- Office of Compliance

E. Generic Classroom: Complete if you have been assigned this training for a classroom exercise.

Learning Objectives:

- To educate students on Human subjects protection practices at USC
- To educate students on Responsible conducts of research practices at USC

Course Requirements:

- Generic Classroom in Human Subject
  - Complete 2 of 36 available modules and associated quizzes (takes approximately 1 hour)
  - Certification will be valid for required class
- Generic Classroom in Responsible Conduct of Research
  - Complete 2 of 19 available modules and associated quizzes (takes approximately 1 hour)
  - Certification will be valid for required class
V. Selecting Your Human Subjects Learner Groups

h. Step 7, Part B. CITI Course Enrollment Procedure

If you are completing Human Subjects Research, select which group in Question 2 (see below) is appropriate for your purposes.

Health Sciences Campus: Medical Students and those conducting Exempt Research
- Complete if you are:
  - a medical student
  - conducting “exempt” medical research

Health Sciences Campus: Investigators, Key Personnel, and HSIRB Members/Staff
- Complete if you are:
  - an “Investigator” [USC faculty, staffmember or student (including undergraduates, master and doctoral students, medical students, residents/interns, clinical, research and postdoctoral fellows)] who is conducting medical research
  - a “Key Personnel” [Principal Investigators (PIs), Co-PIs, faculty advisors, study coordinators, recruitment staff, and anyone else performing study procedures or interventions], who is conducting medical research
  - an Institutional Review Board member or staff member on the Health Sciences campus

University Park Campus: Students, faculty advisors, and those conducting exempt research
- Complete if you are:
  - a student conducting social-behavior research
  - a faculty advisor supervising social-behavior research,
  - conducting “exempt” social-behavioral research

University Park Campus: Faculty/Staff investigators, Key Personnel, and UPIRB Members/Staff
- Complete if you are:
  - a Faculty or Staff “Investigator” [USC faculty, staffmember or student (including undergraduates, master and doctoral students, medical students, residents/interns, clinical, research and postdoctoral fellows)] who is conducting social-behavioral research
  - a “Key Personnel” [Principal Investigators (PIs), Co-PIs, faculty advisors, study coordinators, recruitment staff, and anyone else performing study procedures or intervention] who is conducting social-behavioral research
  - an Institutional Review Board member or staff member on the University Park Campus

Not at this time
- this option will not generate any programs for you; when you are ready to complete one of the Human Subjects modules, select one of the previous four options

*Question 2
Choose your group based in campus.
Choose all that apply
[ ] Health Sciences Campus - Medical Students and those conducting Exempt Research
[ ] Health Sciences Campus - Investigators, Key Personnel, and HSIRB Members/Staff
[ ] University Park Campus - Students, faculty advisors, and those conducting exempt research
[ ] University Park Campus - Faculty/Staff Investigators, Key Personnel, and UPIRB Members/Staff
[ ] Not at this time.
VI. Your CITI Homepage and Available Courses

Once you register for an account, you will be taken to your home page where you will see your available certification courses, based on the questions you answered in Step 7 of the registration process. To begin a course, click on the blue course title.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citi Good Clinical Practice</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
<tr>
<td>Generic Classroom in Human Subject</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
</tbody>
</table>

Note: if you need to make any changes to your course selections including adding or deleting a course or changing between the University Park and Health Science Campuses, scroll down to the section at the bottom of the main menu called “My Learner Tools for University of Southern California”. Then click on the link: “Add a Course or Update Learner Groups”.

You will be taken back to Step 7 of the registration process (see sections G and H on pages 7 and 8 above). Check or uncheck the boxes accordingly to select the courses you need. If you uncheck a course that you have already started or completed, you will not lose your progress; rechecking the course will return it to the main menu in its most recent state of completion.

If you need to affiliate with another institution to fulfill their research requirements, click the blue bar that offers this option at the very bottom of the main menu. This will take you back to Step 1 of the above registration process (see Section a on Page 2), though the steps may differ for the new organization.
VII. General Instructions for Completing a Course

Once you click on the blue course title, you will be taken to the homepage for the course.

Each course has a required number of modules that you will need to complete to pass the course. Modules consist of text, pictures, video and exercises that teach a certain concept. At the end of each module, you will be asked to complete a series of questions demonstrating your understanding of the topic being taught.

All modules must be passed with an average score of 80% (you may retake modules to increase your score). Courses are not timed, and can be completed over multiple sittings.

To start a new course, first click on the blue Integrity Assurance link in the top section.

To start a module, click on the title of the module.

Once you have started each module, its status on the course homepage will be updated to reflect that it is “incomplete”; upon completion, its status will be changed to “Passed” (with the passed date) and you will see your score in the adjacent column.
VIII. Course Completion and Certification

Once you have completed all of the modules in a course, you will see your “completed gradebook” including your cumulative score for the course. You may come back to these completed modules at any time to review the topics covered in the course.

At the completion of each course, a completion certificate will be generated for your records.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Already Taken?</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Animal Subjects in Research (RCR-Interdisciplinary) (ID: 13301)</td>
<td>01/15/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Conflicts of Interest (RCR-Biomed) (ID: 1622)</td>
<td>01/15/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Collaborative Research (RCR-Biomed) (ID: 1451)</td>
<td>01/15/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Research Involving Human Subjects (RCR-Interdisciplinary) (ID: 13566)</td>
<td>01/15/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Authorship (RCR-Biomed) (ID: 1380)</td>
<td>01/14/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Peer Review (RCR-Biomed) (ID: 1368)</td>
<td>01/14/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Mentoring (RCR-Interdisciplinary) (ID: 1250)</td>
<td>01/14/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Research Misconduct (RCR-Biomed) (ID: 1215)</td>
<td>01/13/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Data Management (RCR-Biomed) (ID: 1308)</td>
<td>01/13/14</td>
<td>5/5 (100%)</td>
</tr>
</tbody>
</table>

At the completion of each course, a completion certificate will be generated for your records.
Provide an email or print copy of this certificate to your research supervisor. If you have an iStar account, the UPIRB will link your CITI certificates to your iStar account so that you can participate in research on either campus at USC.

Note: required certifications will differ by campus and according to the nature of your research. Be sure to check with your research supervisor to find out which certifications you will need.

If you need to access a completion certificate, go to your CITI main menu and scroll down to the section at the bottom of the page called “My Learner Tools for University of Southern California”. Then click on “View Previously Completed Coursework.”

This will take you to a tab called “University of Southern California Reports” containing a matrix of all of your completed courses.

The far left column lists the name of the course and the stage completed (courses may vary but for the Human Subjects training, Stage 1 is the basic course and Stages 2 and 3 are refresher courses).

The second, third and fourth columns contain the completion report number, the score required to pass the modules, and the score you obtained on the course.

The fifth, sixth and seventh columns contain the date you started the course, the date you completed the course and the date that the course will expire (courses may vary but the human subjects training certification expires after three years).

The final two columns contain the completed modules (clicking on “View” will take you to the course front page, and you can see your score on each individual module), and the completion report (clicking on “View” calls up an electronic copy of the completion certificate, which you can print or save as a PDF for your records).
IX. Citi: Instructions for Returning Users

In the upper right-hand corner, or on the right side of the page, click on “Log In.” This will take you to your homepage.

Note: if you forget your username or password, click on the button “Forgot Username or Password?” under the log in prompts to either have your username resent to you by email or to reset your password.
X. Signing up for a Refresher Course

If you have received a notice via email that your Human Subjects certification is set to expire, you will want to take a refresher course. Once you log in to your CITI account, you will be taken to the Main Menu page where you will see a tab called “University of Southern California Courses.”

There, you should see the course you need to complete. Depending on what course you initially completed for your certification, it may be called “Refresher Course,” or it may just have the name of course you need to complete (either “HSC – Medical Students and those conducting Exempt Research” or “UPC – Students, faculty advisors, and those conducting exempt research”). Its status will indicate that it is either “Due Now” or “Incomplete,” and its Completion Report column will show that the certification is “Not Earned.”

<table>
<thead>
<tr>
<th>University of Southern California Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>HSC - Medical Students and those conducting Exempt Research</td>
</tr>
</tbody>
</table>

Once you click on the course title, you will be taken to the homepage for the course.

To pass the refresher course, you will need to complete 4 of the 17 available modules. Modules consist of text, pictures, video and exercises that teach a certain concept. At the end of each module, you will be asked to complete a series of questions demonstrating your understanding of the topic being taught.

All modules must be passed with an average score of 80% (you may retake modules to increase your score). Courses are not timed, and can be completed over multiple sittings.

The certification will expire after another three years.
XI. Signing up for Additional Certifications

If you have previously completed a certification through CITI and now must obtain an additional certification(s) to reflect your current research needs, scroll down to the section at the bottom of the main menu page called “My Learner Tools for University of Southern California”. Then click on the link: “Add a Course or Update Learner Groups”.

You will be taken back to Step 7 of the registration process (see sections G and H on pages 7 and 8 above). Check or uncheck the boxes accordingly to select the courses you need. If you uncheck a course that you have already started or completed, you will not lose your progress; rechecking the course will return it to the main menu in its most recent state of completion.

If you need to affiliate with another institution to fulfill their research requirements, click the blue bar that offers this option at the very bottom of the main menu. This will take you back to Step 1 of the above registration process (see Section a on Page 2), though the steps may differ for the new organization.

XII. Checking the Status of your Certifications

If you want to see a record of your CITI coursework, including completed certifications, expired certifications, and certifications you still need to take, go to your CITI main menu and scroll down to the section at the bottom of the page called “My Learner Tools for University of Southern California”. Then click on “View Previously Completed Coursework.”

This will take you to a tab called “University of Southern California Reports” containing a matrix of all of your completed courses.

The far left column lists the name of the course and the stage completed (courses may vary but for the Human Subjects training, Stage 1 is the basic course and Stages 2 and 3 are refresher courses).

The second, third and fourth columns contain the completion report number, the score required to pass the modules, and the score you obtained on the course.
The fifth, sixth and seventh columns contain the date you started the course, the date you completed the course and the date that the course will expire (courses may vary but the human subjects training certification expires after three years). If you still need to complete a course you have signed up for, in the Start Date column you will see the text “Due Now.”

The final two columns contain the completed modules (clicking on “View” will take you the course front page, and you can see your score on each individual module), and the completion report (clicking on “View” calls up an electronic copy of the completion certificate, which you can print or save as a PDF for your records).