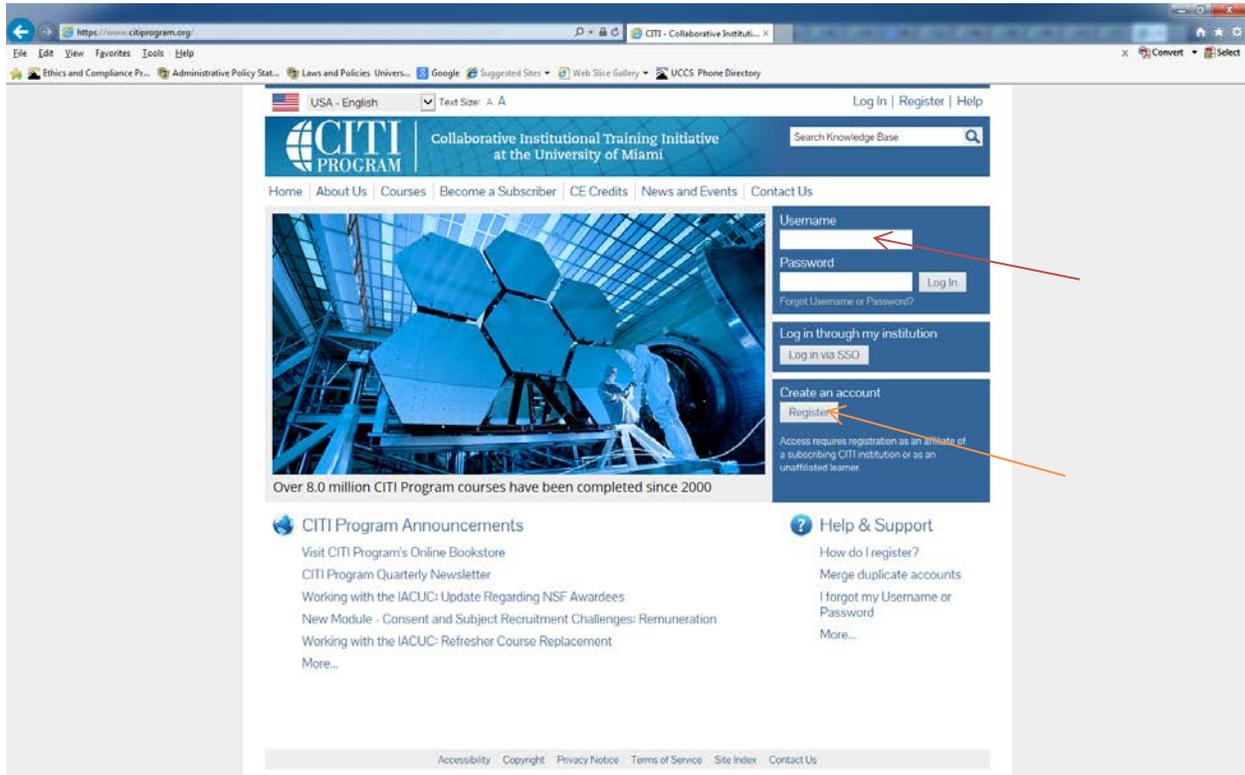


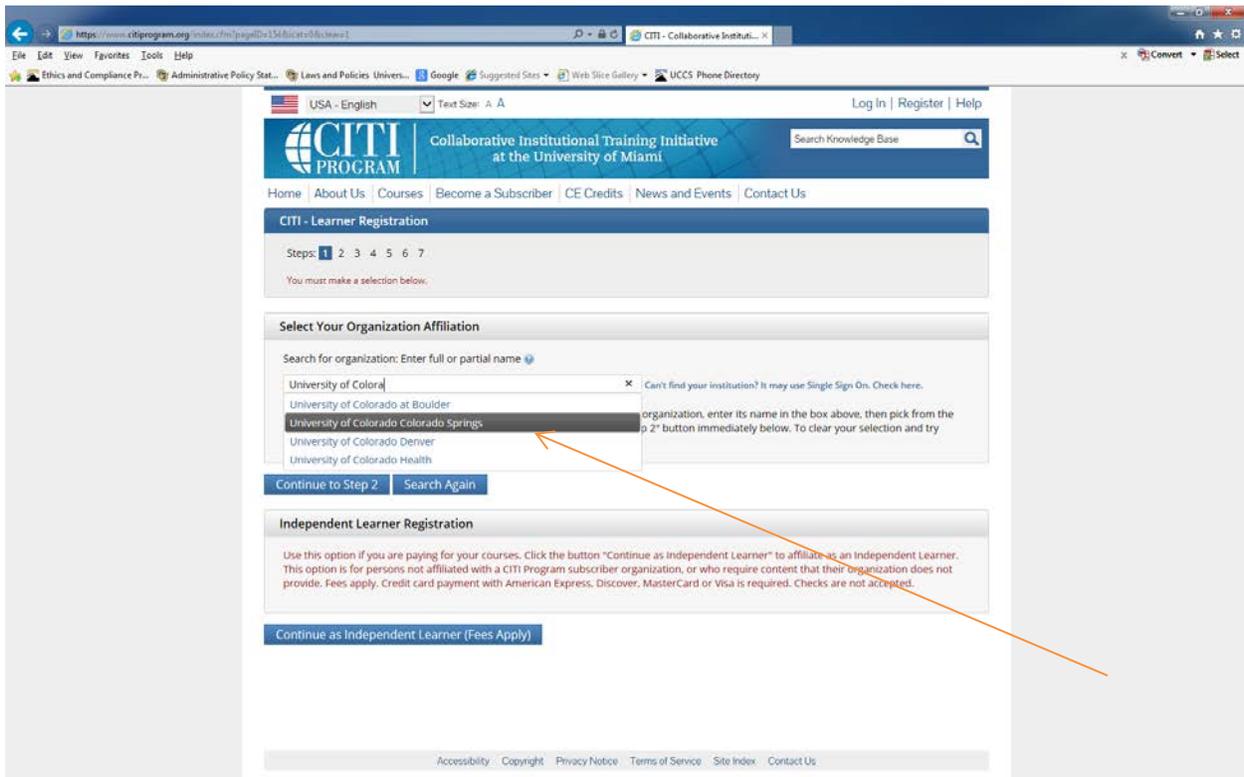
## CITI HIPAA Training Instructions

Questions or concerns about this training contact Deborah O'Connor, Director of Campus Compliance, doconnor@uccs.edu or 719-255-3837.

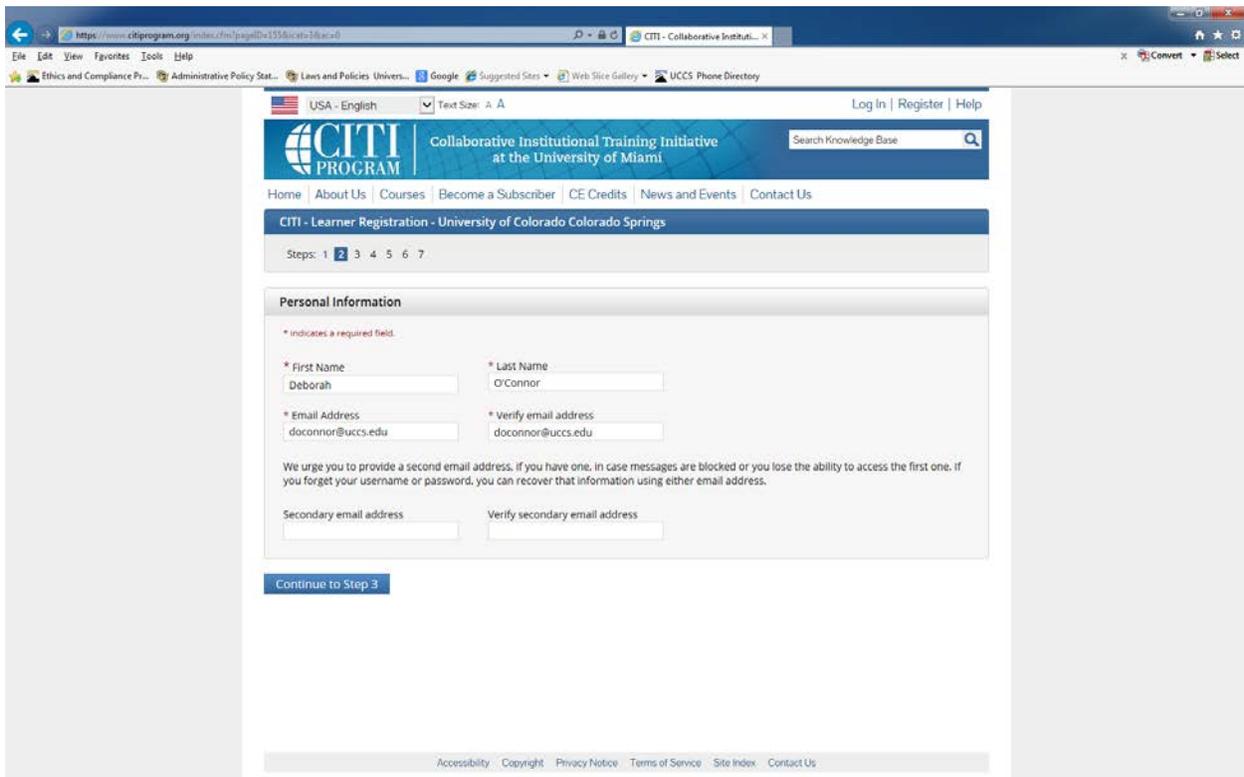
Log into the CITI Website at <https://www.citiprogram.org/>



- If you have a user name and password you can enter it here → go to page 5
- If you do not have a login then you will need to register → continue to the next page



- Search for Organization .. If you start typing in University of Colorado – UCCS will pop up.
- Click “Continue to Step 2”



- Fill-in this information
- Click “Continue to Step 3”



USA - English Text Size: A A Log In | Register | Help

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

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - University of Colorado Colorado Springs

Steps: 1 2 3 4 5 6 7

\* Indicates a required field.

**Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes  
As the start of your course, you will be prompted to click on a "CE Information" page (link located at the top of your grade book) and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No  
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

MDs, DOs, PA's - AMA PRA Category 1 Credits TM

Psychologists - APA Credits

Nurses - ANCC CNE

Other Participants - Certificates of Participation

Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Can CITI Program contact you at a later date regarding participation in research surveys? [?](#)

Yes

No

Not sure. Ask me later

[Continue to Step 6](#)

- D Fill-in this information
- Click "Continue to Step 6"

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

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CITI - Learner Registration - University of Colorado Colorado Springs

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Colorado Colorado Springs

\* Indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

Department

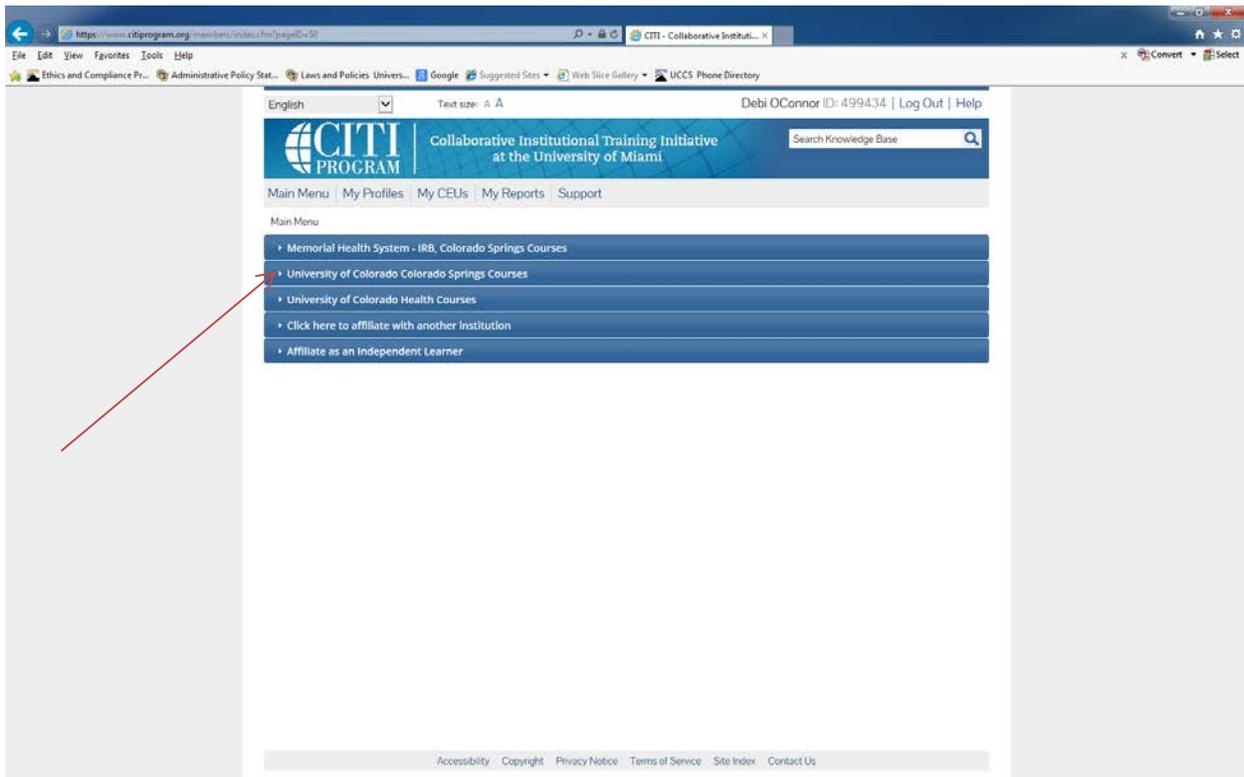
\* What is your role in research?

Address Field 1

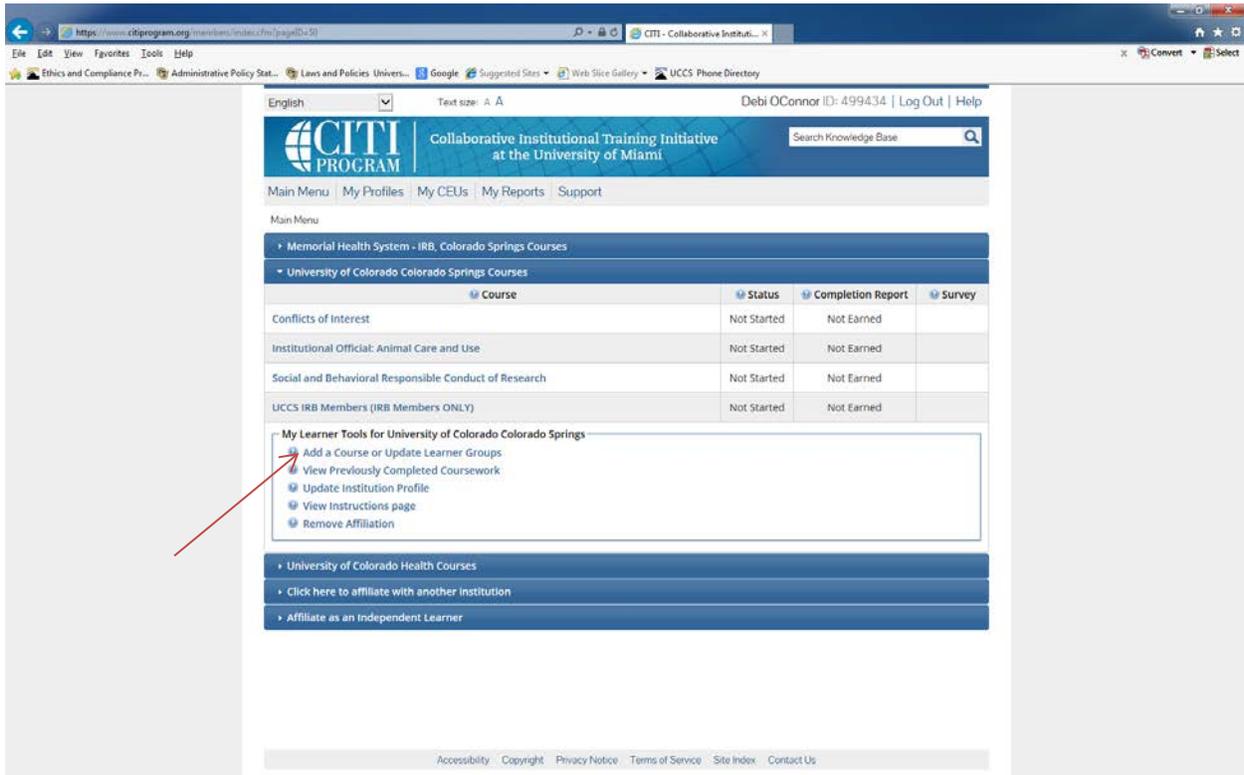
Address Field 2

Address Field 3

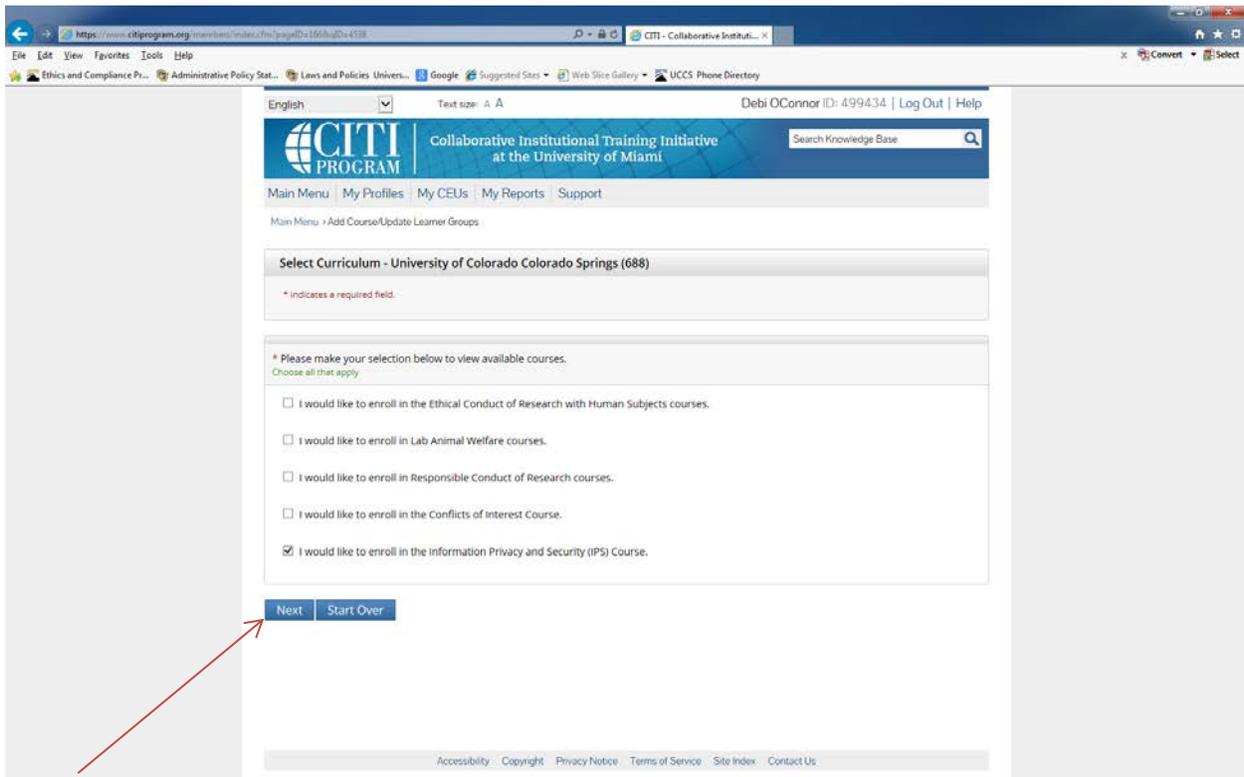
- Fill-in this information
- Click "Continue to Step 7"



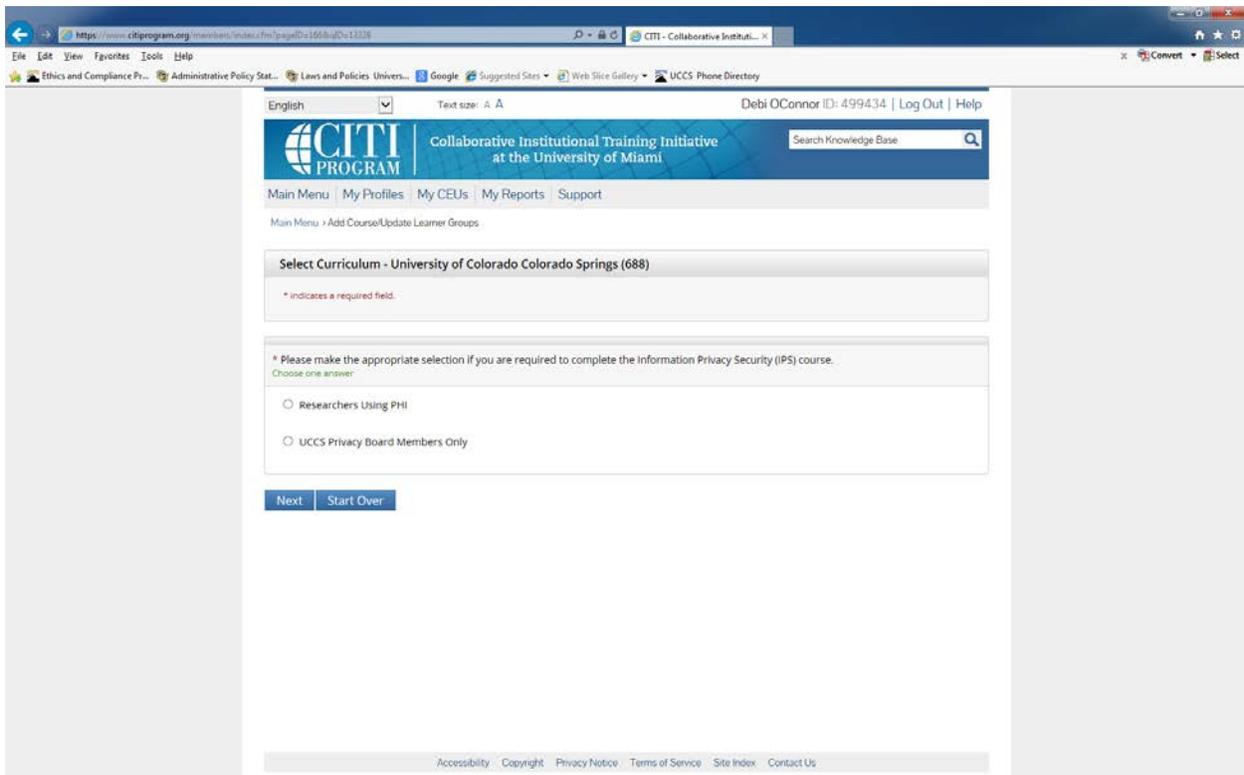
- If you have several affiliations like I do you will need to select UCSS by clicking the >



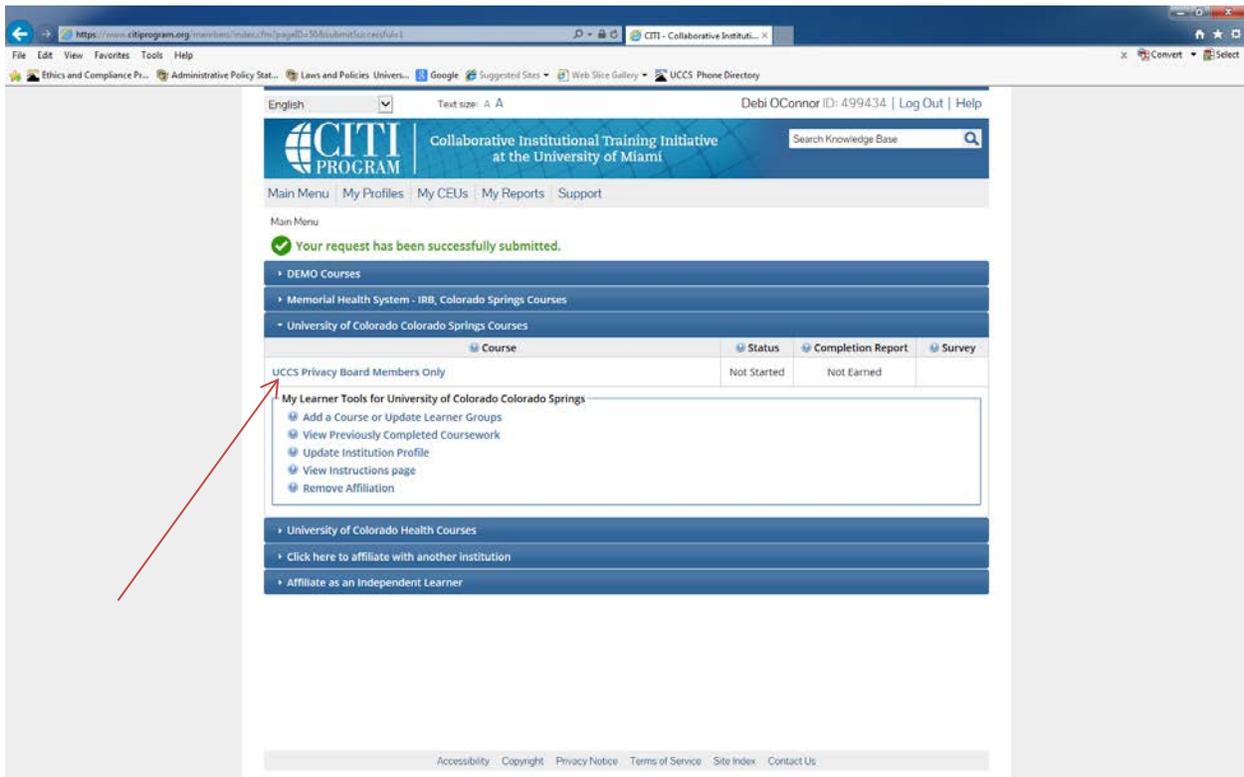
- We are going to “Add a Course or Update Learner Groups”



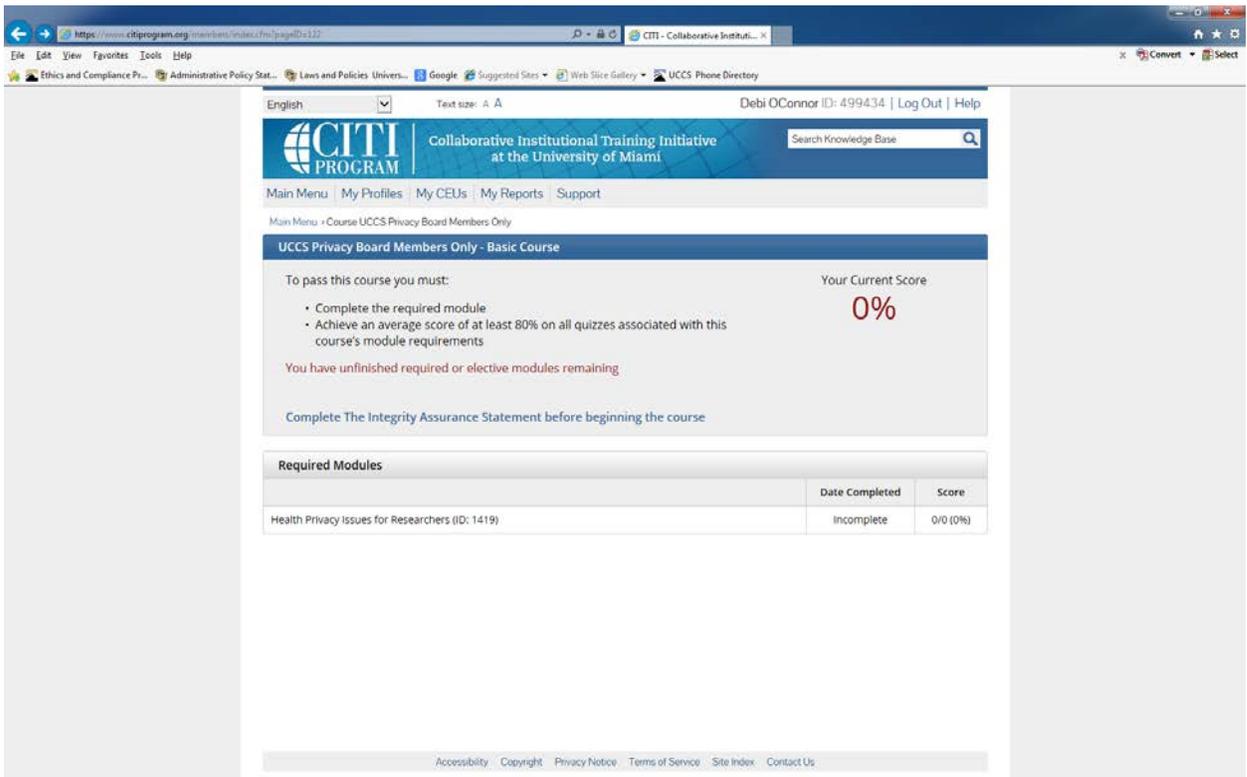
- Check the box next to “I would like to enroll in the Information Privacy and Security (IPS) Course.”
- Click “Next”.



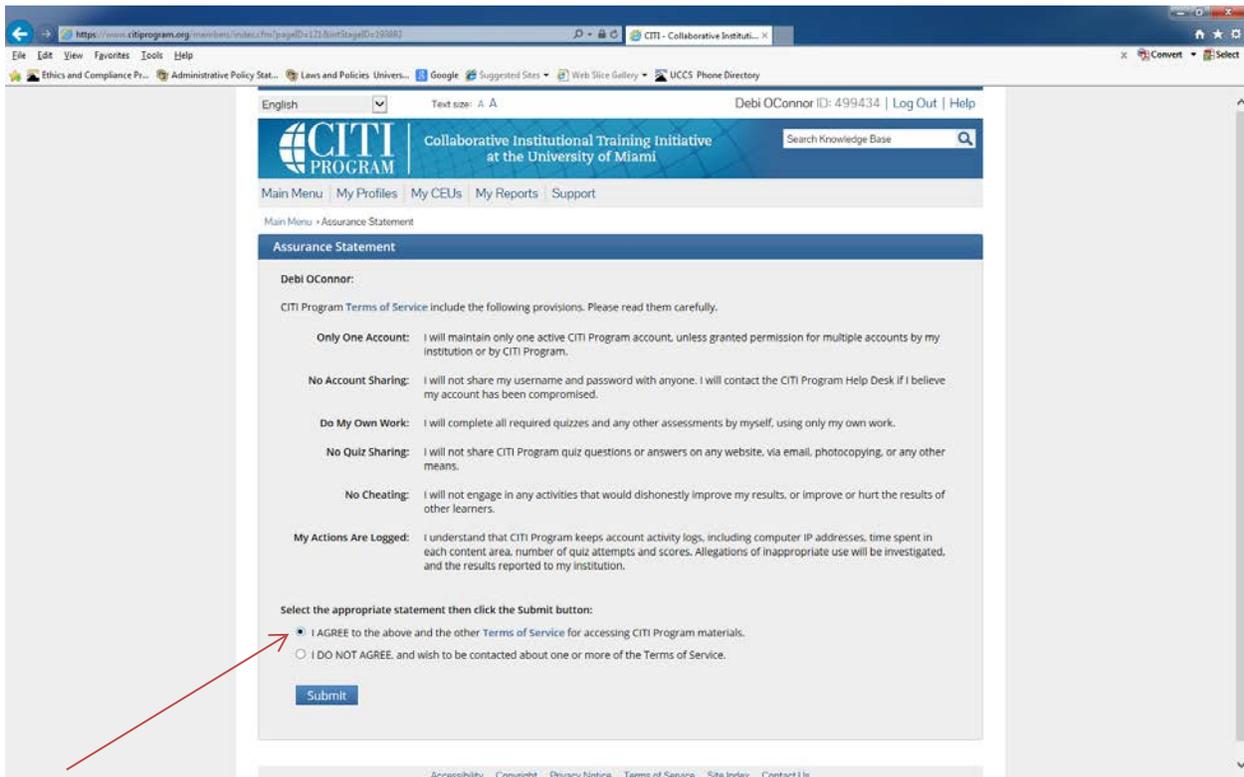
- Depending upon your role select the correct bubble
- Click “Next”



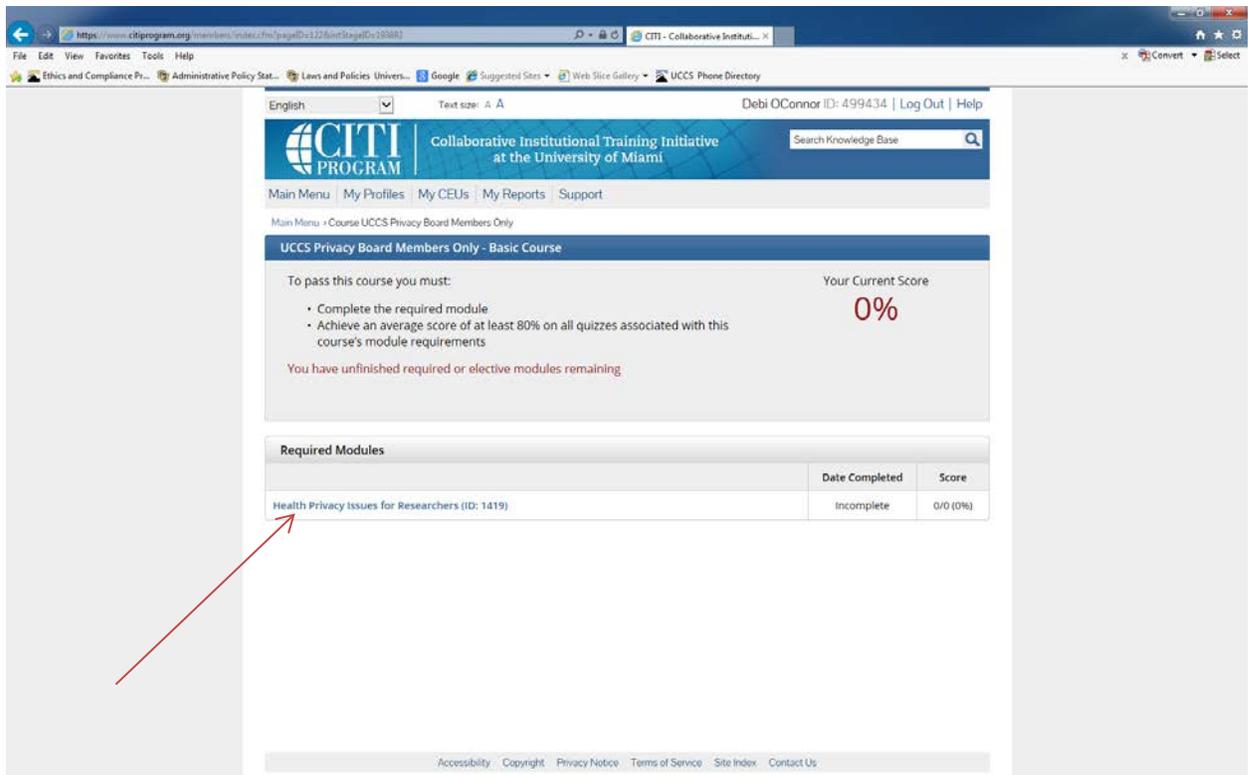
- You will now see the course
- Click on the course title



- You must "Complete The Integrity Assurance Statement before beginning the course"



- Once you have read the Assurance Statement you will need to Agree or I Do Not Agree
- Click "Submit"



- Start the module by clicking the title.