

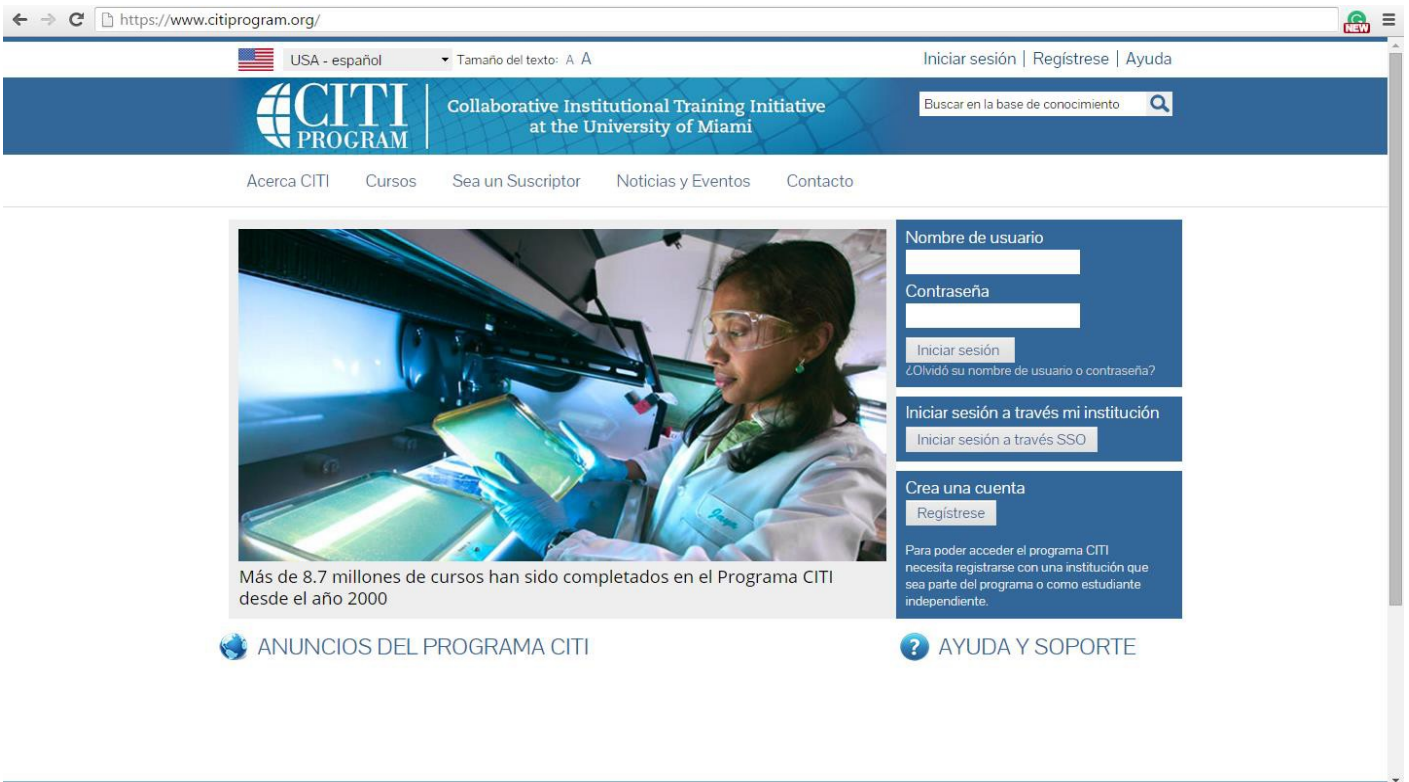
### Instructivo inscripción Curso:

“Collaborative Institutional Training Initiative CITI programme

1. Ingresar a esta página:

<https://www.citiprogram.org/>


Al ingresar usted encontrará esta página:



The screenshot shows the homepage of the CITI Program website. At the top, there is a navigation bar with a language selector set to "USA - español", a text size selector, and links for "Iniciar sesión", "Regístrese", and "Ayuda". Below this is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar is also present. The main content area features a large image of a scientist in a lab coat and safety glasses working with a microscope. Below the image, it states "Más de 8.7 millones de cursos han sido completados en el Programa CITI desde el año 2000". To the right of the image is a login and registration sidebar with fields for "Nombre de usuario" and "Contraseña", buttons for "Iniciar sesión" and "Regístrese", and links for "¿Olvidó su nombre de usuario o contraseña?", "Iniciar sesión a través mi institución", and "Iniciar sesión a través SSO". At the bottom of the page, there are two buttons: "ANUNCIOS DEL PROGRAMA CITI" and "AYUDA Y SOPORTE".

En el lado superior izquierdo, encontrarán un link que dice "regístrese".

2) Al registrarse , le pedirá la siguiente información:

← → ↻ <https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0> 

**PROGRAM**


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**CITI - Learner Registration**

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

**Select Your Organization Affiliation**

Search for organization: Enter full or partial name 

Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2](#) [Search Again](#)

**Independent Learner Registration**


Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

[Continue as Independent Learner \(Fees Apply\)](#)


En la primera casilla, ingrese el nombre de nuestra institución: " Universidad de los Andes".

Una vez el sistema haya reconocido nuestra institución, pase al *Step 2*.

3) Aquí le pedirán la siguiente información.

← → ↻ <https://www.citiprogram.org/index.cfm?pageID=155&icat=3&ac=0> 

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

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

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**CITI - Learner Registration - Universidad de los Andes** Support Contacts by Topic

Steps: 1 **2** 3 4 5 6 7

**Personal Information**

\* Indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

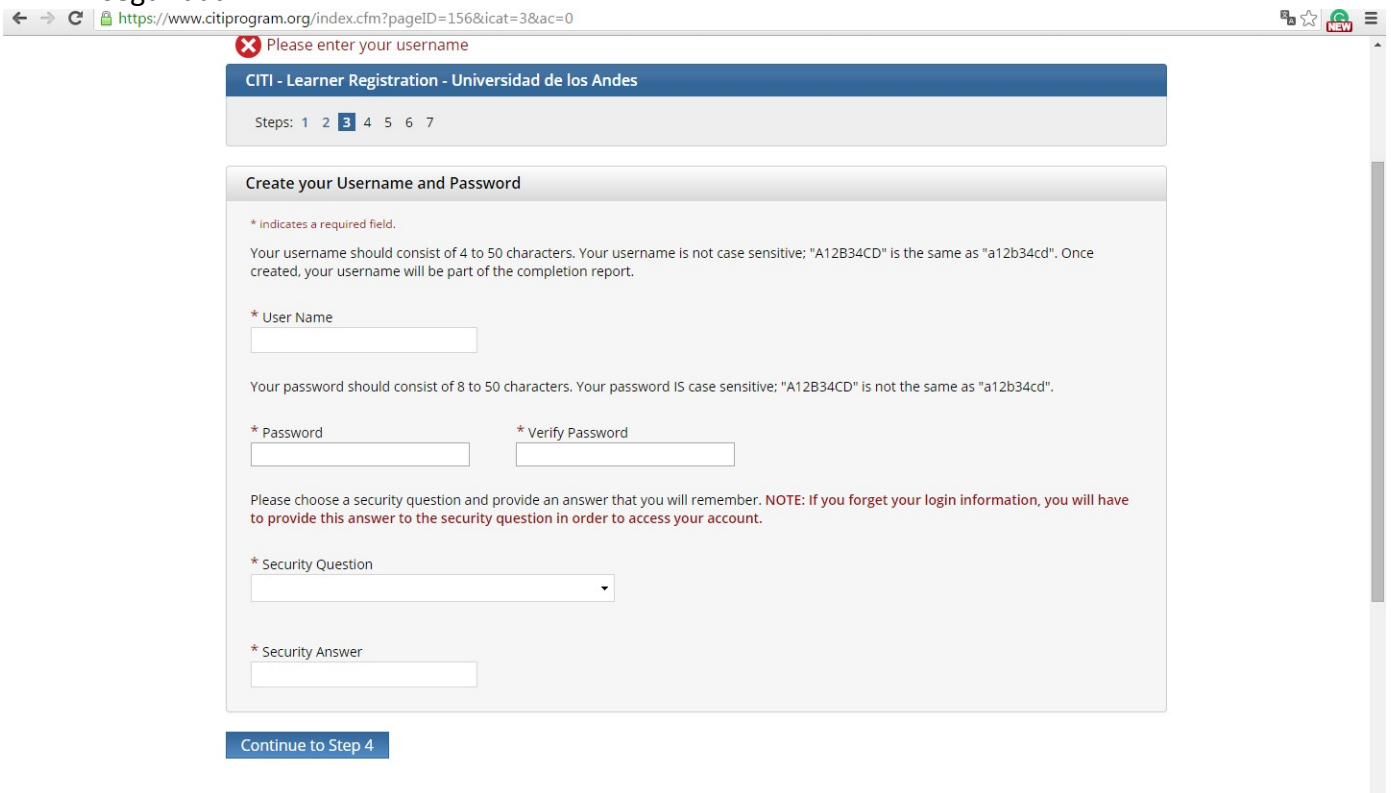
We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.


Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

<https://www.citiprogram.org/index.cfm?pageID=258>

#### 4) Ahora el sistema les pedirá que cree un usuario y una contraseña, con una pregunta de seguridad.



← → ↻ <https://www.citiprogram.org/index.cfm?pageID=156&icat=3&ac=0> 

**Please enter your username**

CITI - Learner Registration - Universidad de los Andes

Steps: 1 2 **3** 4 5 6 7

### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive: "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive: "A12B34CD" is not the same as "a12b34cd".

\* Password  \* Verify Password

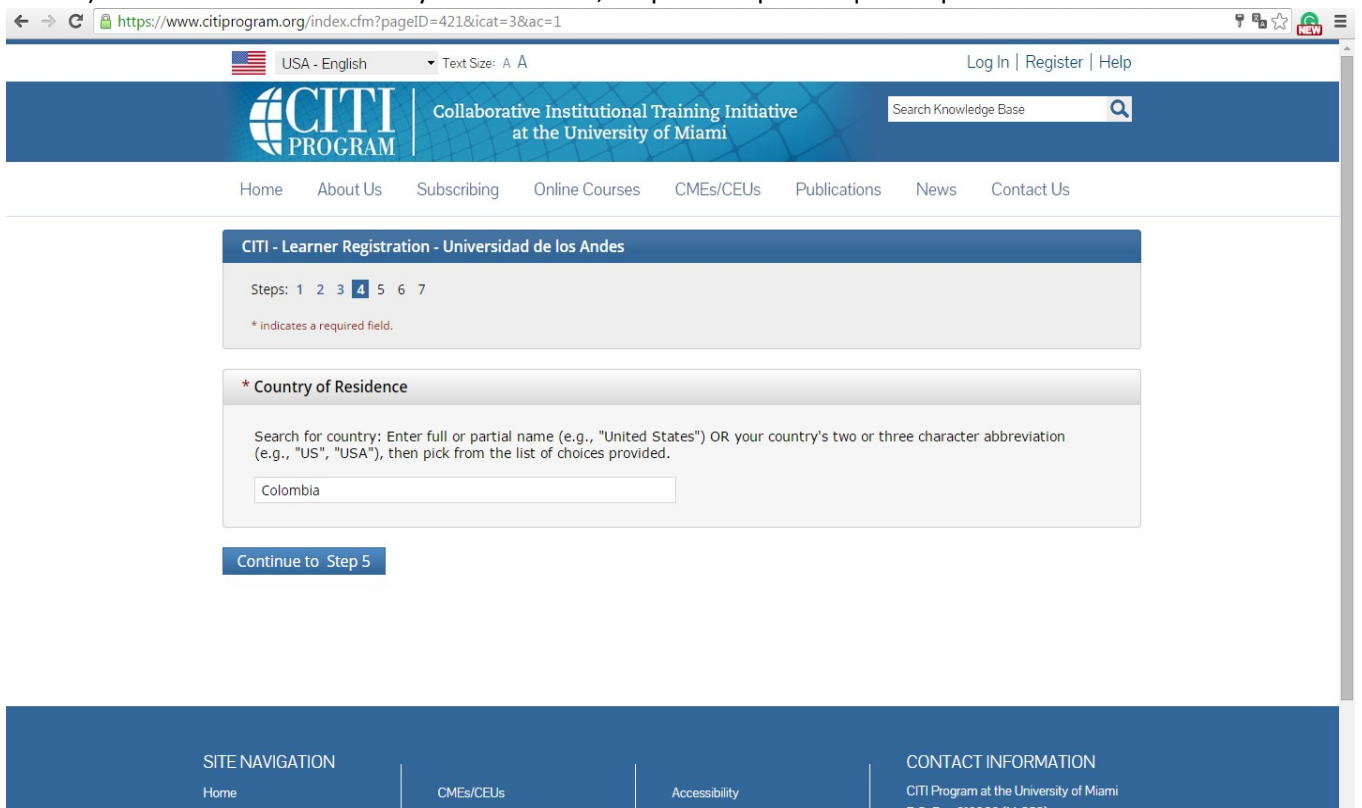
Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**


\* Security Question

\* Security Answer

[Continue to Step 4](#)

#### 5) Una vez creado el usuario y la contraseña, les pedirán que indiquen el país de residencia



← → ↻ <https://www.citiprogram.org/index.cfm?pageID=421&icat=3&ac=1> 

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

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Steps: 1 2 3 **4** 5 6 7

\* indicates a required field.

### \* Country of Residence

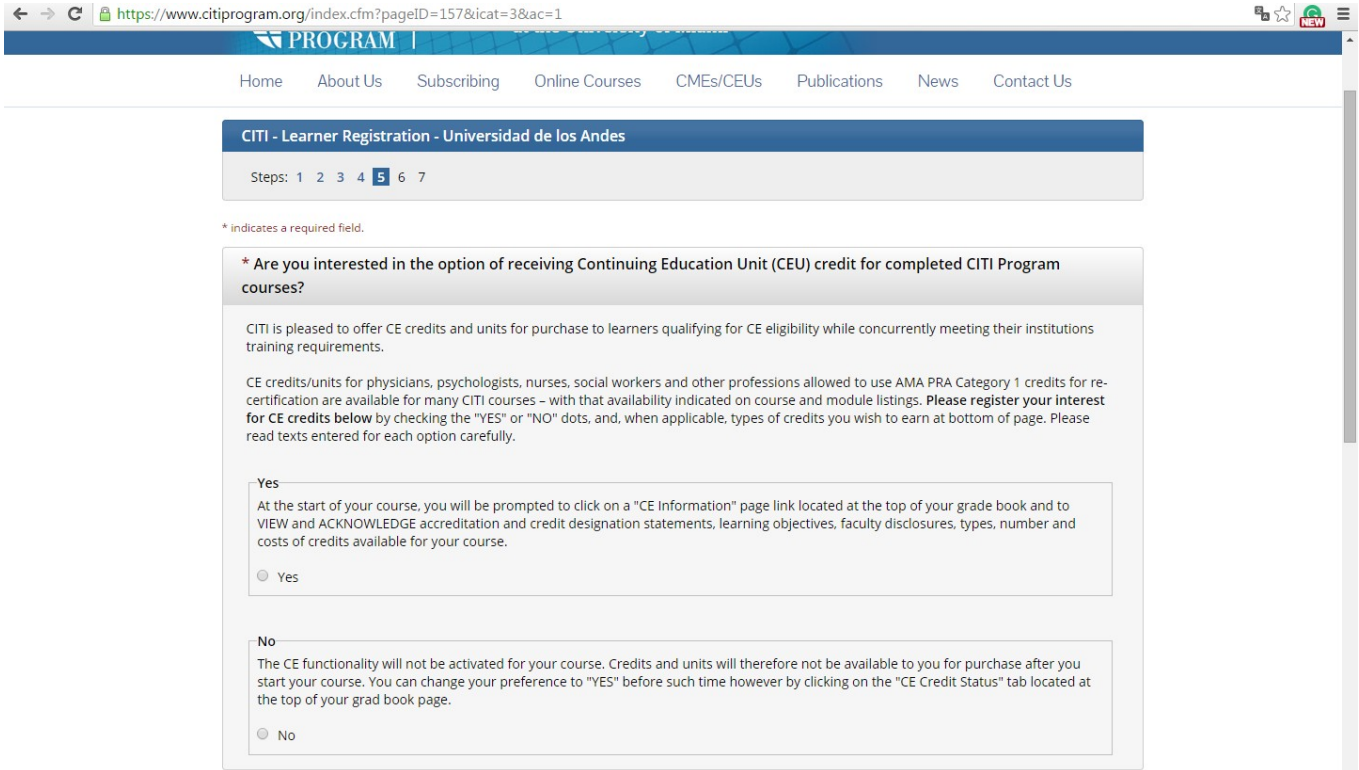
Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.


[Continue to Step 5](#)

**SITE NAVIGATION**  
Home CMEs/CEUs Accessibility

**CONTACT INFORMATION**  
CITI Program at the University of Miami  
P.O. Box 016960 (M-859)

6) A continuación les preguntarán si quieren obtener créditos para certificarse en campos específicos. Marcar "No".



← → ↻ <https://www.citiprogram.org/index.cfm?pageID=157&icat=3&ac=1> 

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**CITI - Learner Registration - Universidad de los Andes**

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**

At 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.

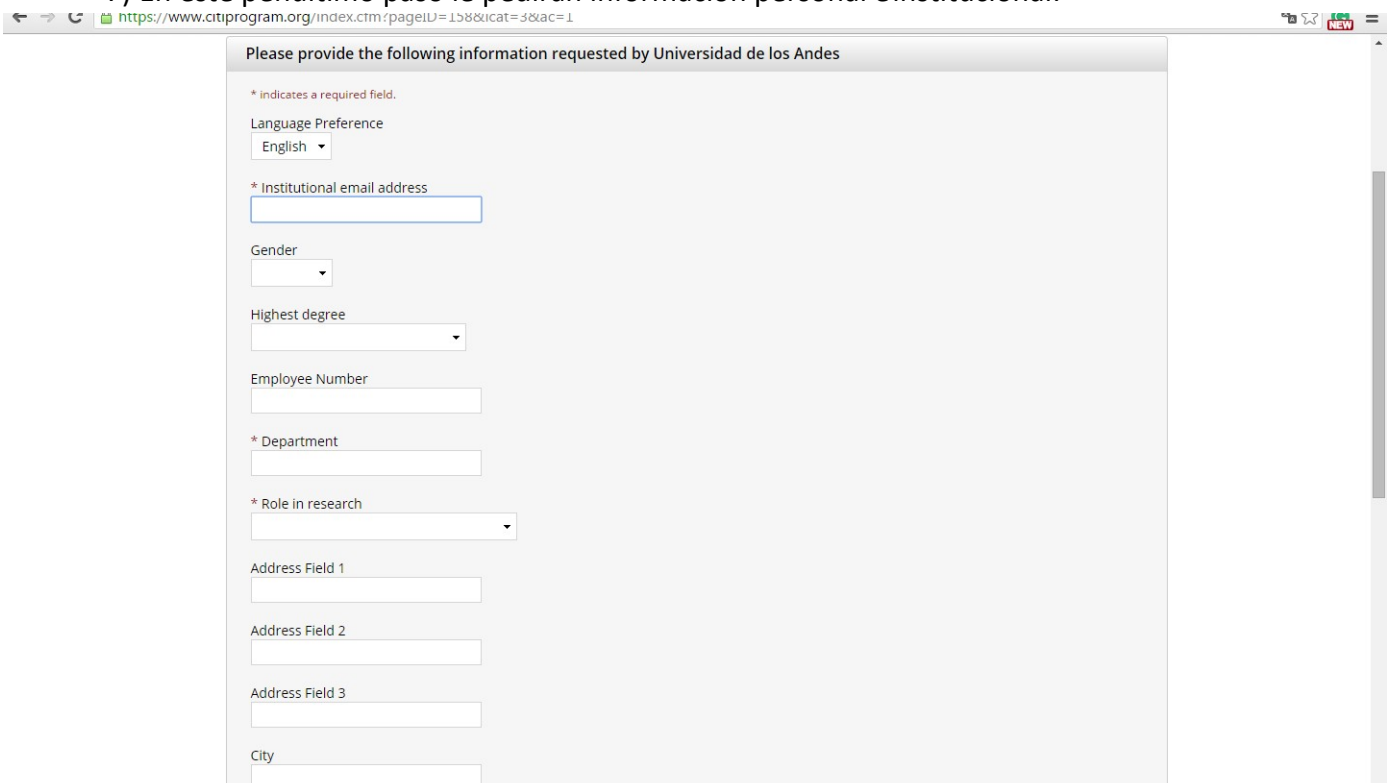
Yes


**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 grad book page.

No

7) En este penúltimo paso le pedirán información personal e institucional:



← → ↻ <https://www.citiprogram.org/index.cfm?pageID=158&icat=3&ac=1> 

**Please provide the following information requested by Universidad de los Andes**

\* indicates a required field.

Language Preference  
English ▾

\* Institutional email address

Gender

Highest degree

Employee Number

\* Department

\* Role in research

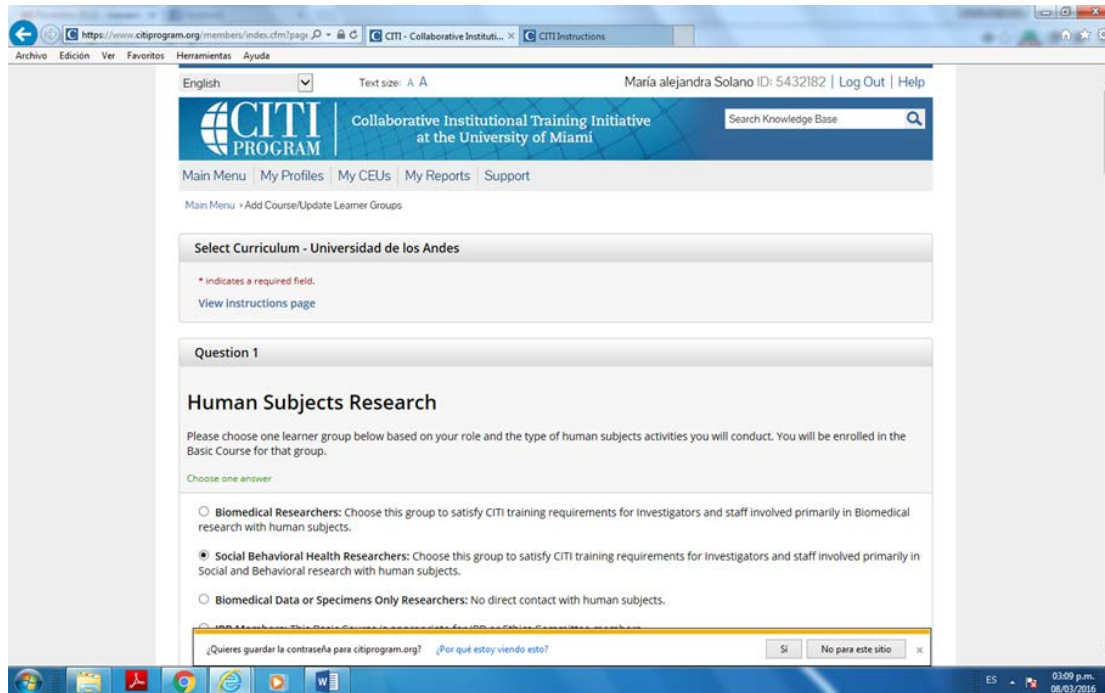
Address Field 1

Address Field 2

Address Field 3

City

8) En este último paso le pedirán que seleccionen los módulos del curso que desean tomar.



Estos son los módulos que usted debe inscribir:

- 1) Responsable Conduct of Research , indicado en la pregunta número 8 del formulario (Pensado para todos los investigadores de la universidad). En esta pregunta usted también encontrará las facultades de la universidad. Elija la suya.
- 2) Módulo afín a su área de trabajo:  
Usted deberá escoger algún módulo del CITI pertinente para su investigación. Entre los módulos disponibles se encuentran las siguientes opciones:

***Trabajo con sujetos humanos- no biomédico:***

Human Subjects: Social, Behavioral, and Educational

***Trabajo con sujetos humanos- biomedicina:***

Human Subjects: Biomedical –

***Trabajo con sujetos humanos- investigación clínica:***

Good clinical practices

***Para trabajo con animales:***

Laboratory Animal Research (Escoger lo que sea pertinente)

Si hay otro módulo pertinente a su investigación ofrecido por el CITI, no dude en tomarlo. El comité le pedirá el certificado del módulo titulado:

- Responsible conduct of research
- Módulo afín a su área.

Si usted está interesado en tomar el curso de Buenas Prácticas Clínicas adaptado al contexto colombiano, favor escribir a este correo: [educacioncontinuada@fsfb.edu.co](mailto:educacioncontinuada@fsfb.edu.co)

**NOTA:** Si usted desea tomar los módulos en español, por favor diríjase a la pregunta 12 del cuestionario para seleccionarlos.

Preguntas y/o comentarios:

[comite-etica-investigaciones@uniandes.edu.co](mailto:comite-etica-investigaciones@uniandes.edu.co)

[ma.solano3252@uniandes.edu.co](mailto:ma.solano3252@uniandes.edu.co)

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