

### **CITI Financial Conflicts of Interest Refresher Training Instructions**

#### I. Getting Started

- 1. Log into <a href="mailto:citiprogram.org">citiprogram.org</a> using your current username and password
- 2. Under Institutional Courses, click View Courses
- 3. Under Learner Tools for Harvard Pilgrim Health Care, click Add a Course

## II. Accessing the COI Training

These instructions guide you step by step through the questions that you will see on the CITI website. **Our instructions are bolded. Answer the questions as outlined below.** 

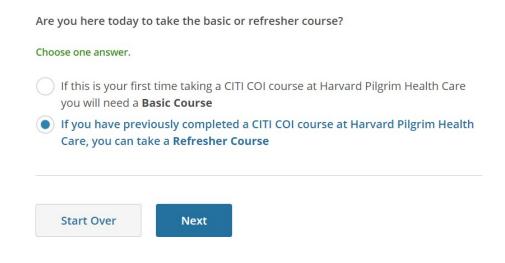
1. What courses are you interested in taking through the CITI Program? Select *Conflicts of Interest (COI)* 

What courses are you interested in taking through the CITI Program?	
This question is required. Choose all that apply.	
~	Conflicts of Interest (COI)
	Responsible Conduct of Research (RCR)
	Human Subjects
	US Export Control
	Good Clinical Practice
	Start Over Next

**Click Next** 

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2. Are you here today to take the basic or refresher course? Select *Option 2 – Refresher Course.* 



3. You are enrolled! Click *View Courses* to begin your training.

**Click Next** 



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#### III. When does the training need to be completed?

The training should be completed on or before your refresher due date.

# IV. How long will this take to complete?

It will take 15-20 minutes to complete the COI module. This module is web based and may be completed remotely. Exit and Re-enter the course at any time with your username and password. Any completed work will automatically be saved.

#### V. What happens if I do not receive a passing score?

The minimum passing score is set at 80%. If you do no pass, you may repeat any quiz in which you did not receive 100%.

VI. When I have completed the COI Module for my assigned Learner Group, what do I do? When you complete the program, you should save a copy of your Course Completion Record for your own records.

If you have additional questions or need further assistance, please contact Alice Wadley, Training Coordinator at alice\_wadley@harvardpilgrim.org or by telephone: 617-867-4577.

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