Instructions for the CITI Courses in USM’s Integrity Assurance Program

The common course modules take about 15-25 minutes each to complete. Videos require Microsoft Media Player, Real Player plug-in, or Quick Time, and some of the documents require Acrobat Reader.


2. Follow these instructions if you have never registered for a CITI course at USM (if you have registered, go to step 3):

   o Click on New Users Register Here.
   o Complete Registration Steps 1-5 (Select ‘The University of Southern Mississippi’ as your institution or organization.)
   o Submit
   o Complete the personal information form. (Enter your USM Empl ID in the Employee Number block.)
   o Submit

3. Once you have completed the initial registration you will login using your username and password and follow the steps below.

   o Click on Add a course or update your learner groups for The University of Southern Mississippi
   o Choose the course suited to your research requirements, then click on continue
   o This will take you back to the Main Menu
   o Under ‘The University of Southern Mississippi’ you will see “You have enrolled for the following courses” and “My Courses”
   o Click on Enter-Incomplete-Re-enter to begin the course
Follow the instructions for each module. Some of the modules will be informational only; most will require a short quiz at the end.

NOTE: The University of Southern Mississippi’s passing mark is 85% summed across all modules. To see your score: once you have completed the quiz, click on “Go to the Gradebook for this quiz.” You may re-take modules with a low score to earn a passing score.

TIPS:

- Use multiple sessions. Plan ahead; do not try to complete the course all in one login session. You may re-enter the site as often as needed to complete the course.
- Find a comfortable browser window width, you should be able to scroll up and down without having to move left to right.

4. Call Jo Ann Johnson @ 601-266-5997 or email @ joann.johnson@usm.edu with questions.