Completing the CITI Course Instructions

1. Click on "University of Wisconsin – Green Bay Courses" to open your UWGB courses.

Main Menu / My Courses	My Profiles	My CEUs	My Reports	Support		🔍

Main Menu / My Courses

▸ University of Wisconsin - Green Bay Courses

▸ Affiliate With Another Institution

▸ Affiliate as an Independent Learner

2. Click the title corresponding to your course to open the Institutional Biosafety Course.

Main Menu / My Courses	My Profiles	My Records	My CEUs	Support	Admin	🔍

Main Menu / My Courses

▾ University of Wisconsin - Green Bay Courses

Course ❓	Status ❓	Completion Record ❓	Survey ❓
Researcher Conducting Research Requiring IBC Review	Incomplete	Not Earned	

My Learner Tools for University of Wisconsin - Green Bay

❓ Add a Course
❓ Remove a Course
❓ View Previously Completed Coursework
❓ Update Institution Profile
❓ Remove Affiliation

3. This is your course home page. The first time you come into this page, you will need to complete the Integrity Assurance Statement.

Main Menu / My Courses	My Profiles	My Records	My CEUs	Support	Admin	🔍

Home › Course

To pass this course you must:

Your Current Score

0%

- Complete all   required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules

4. Click the box and "Submit" in order to finish the Integrity Assurance Statement.

Check the box to accept, then click the Submit button:

☐ I AGREE to the above and the other Terms of Service for accessing CITI Program materials.

Submit

5. Click on the first module title to complete the first required module in the course. Once you take this module, the next module on the course home page will become available.

| Main Menu / My Courses | My Profiles | My Records | My CEUs | Support | Admin | 🔍 |

Home ›

To pass this course you must:

- Complete all   required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Your Current Score

0%

Required Modules		Date Completed	Score
		Incomplete	0/0 (0%)

6. This is the module. Read the information following the content author section.

| Main Menu / My Courses | My Profiles | My Records | My CEUs | Support | Admin | 🔍 |

Home ›

Content Author

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INTRODUCTION

7. This is the bottom of the module. Click on the "Take the quiz for…" link to open the quiz.

Original Release: January 2004
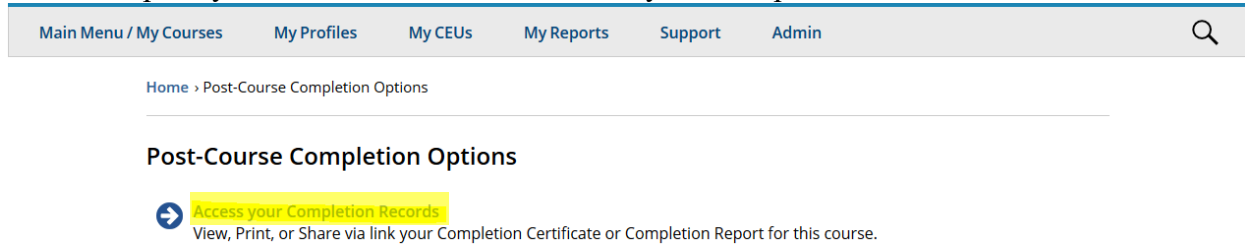**Last Updated:** November 2014

Take the quiz for

Return to the module list for this course

8. The quiz will contain about five questions. You will need to earn at least 80% in order to pass the module. Click "Submit" after you answer all five questions.

9. At the bottom of your results page, you will want to click "View Post-Course Completion Options".

View Post-Course Completion Options
Submit a comment about this exam

10. To print your certificate, click on "Access your Completion Records."

Main Menu / My Courses   My Profiles   My CEUs   My Reports   Support   Admin   🔍

Home › Post-Course Completion Options

Post-Course Completion Options

➡ Access your Completion Records
View, Print, or Share via link your Completion Certificate or Completion Report for this course.

11. Your page should look like this. Click on the link under "Completion Certificates." This will pull up a PDF of your completion certificate. Save this document and submit as needed.

Main Menu / My Courses   My Profiles   My CEUs   My Reports   Support   Admin   🔍

Home › View-Print-Share Completion Record

View-Print-Share Completion Record - ▮▮▮▮

Name: ▮▮▮▮▮▮▮
Institution: **University of Wisconsin - Green Bay** (ID: 3458)
Course: ▮▮▮▮
Stage: ▮▮▮▮▮
Completion Date: **23-Oct-2017**
Expiration Date: **22-Oct-2021**
Record ID: ▮▮▮

Completion Reports are two-part transcripts of your course work, and include all quiz scores. Part 1 reflects quiz scores at the time you completed and passed the course. Part 2 includes scores for any subsequent quiz attempts.

To view or print the **Completion Report** for this course, click on the link below.
To share the **Completion Report**, copy the link below and paste it into an email or other communication.

▮▮▮▮▮▮▮▮▮▮

Completion Certificates are "diplomas" that reflect course completion but do not include quiz scores.

To view or print the **Completion Certificate** for this course, click on the link below.
To share the **Completion Certificate**, copy the link below and paste it into an email or other communication.

www.citiprogram.org/verify/ ▮▮▮▮▮▮▮▮