



THE UNIVERSITY OF THE WEST INDIES

SCHOOL FOR GRADUATE STUDIES AND RESEARCH

PROCEDURE FOR ACCESSING THE ONLINE RESEARCH ETHICS COURSE (ETHI6000)

1. Go to <https://www.citiprogram.org/>.
2. Create an account by selecting the **Register** button.
3. Enter "University of the West Indies" as your Organization Affiliation and click **Continue to Step 2**.
4. Follow the instructions online to complete the registration process.
5. To enrol in the course for your Campus, on the **Main Menu** page, select **Add a Course or Update Learner Groups**.
6. Choose one of the four groups indicated by selecting the Campus at which you are registered, and click **Next**.
7. The group selected will be displayed under **Course** e.g. **Group 3: ST. AUGUSTINE**. Click the title of the Course to begin the course.
8. Please **Complete the Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing the Statement.
9. Complete the Required modules and associated quizzes.
10. Complete the required number of Elective modules and associated quizzes.
11. When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of optional **Supplemental Modules**. You may return to the course site at a future time to review these modules.

Please be aware that these optional Supplemental Modules **do not** count towards nor appear on a completion report.

12. When you complete all required modules successfully, you may print your completion report through the link: **Print Report** from your Main Menu or your **Previously Completed Coursework** page.
13. Submit a copy of your completion report through your Programme Coordinator to the Campus Office of Graduate Studies and Research so that the credits may be documented on your academic record.

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Scores obtained **after** a completion report has been issued **will not** be reflected on the completion report.
- Print or download a **Completion Report** as evidence that you have successfully completed the course requirements. A copy will be sent automatically to the UWI's institutional administrators. You may return to the course site in the future to obtain a copy of the completion report. The **My Reports** page will allow you to access any completion reports you have earned.
- Submit a voluntary, anonymous user satisfaction survey.

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.
- Questions regarding your requirements should be addressed to your Programme Coordinator.