

Instructions for NSF-Required Responsible Conduct of Research Training

How to Register for the CITI Course in the Responsible Conduct of Research (RCR)

1. Access the course at <http://citiprogram.org>. Southern Utah University is a CITI participating organization.
2. Once at <http://citiprogram.org>, click on the **Register Here** link.



The screenshot shows the CITI Collaborative Institutional Training Initiative website. The header includes the CITI logo and navigation links: Home, About Us, Become a Member, HIPS Course, RCR Course, International Course Site, Lab Animal Course, FAQ, and Idioma. The main content area features a 'Welcome' message, a 'CITI Login and Registration Page' heading, and a paragraph explaining that the program is a subscription service for research ethics education. Below this, a note states that the course is a protected site and requires registration for new learners. Two links are provided: 'New Users Register Here' (circled in red) and 'Already Registered? Login Below'. The login section includes fields for 'Username' and 'Password', and a 'Submit' button.

CITI Collaborative Institutional Training Initiative

Home About Us Become a Member HIPS Course RCR Course International Course Site Lab Animal Course FAQ Idioma

Welcome

CITI Login and Registration Page

i The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

i **New Users** [Register Here](#)

i **Already Registered?** [Login Below](#)

Username

Password

Step 3: From the CITI Course Registration Page: Select Southern Utah University from the Drop-Down field

CITI Course Registration

Home

Complete Registration Steps 1-4 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Step 4: Select a Username and Password. Choose a Log-In ID and a password that will be easy for you to remember, yet secure. (The password must be 8-12 characters, and consist of letters and numbers only.) Be certain to retain this information!

2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Username:

Your password should consist of 8 to 12 characters, and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

Step 5: Enter your first and last name as it appears in SUU records



3. Enter your name

First Name:
(100 characters maximum)

Last Name:
(100 characters maximum)

Step 6: Enter your SUU email address and click the submit button



4. Enter your email address

Enter your preferred email address.

Preferred Email:
(100 characters maximum)

Verify Preferred Email:
(100 characters maximum)

If you have a second email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary Email:
(100 characters maximum)

Verify Secondary Email:
(100 characters maximum)

Submit








Cancel

Step 7: In the CITI Course Registration Page, enter your information




CITI Course Registration

Home

Please provide the following information requested by *University of Miami*. Required fields are marked with an asterisk (*).

	* Gender: <input type="text"/>
	* C number: (i.e. C123456789) UM Employee/Student ID <input type="text"/>
	E-Proxy User Name: <input type="text"/>
	* Site: Please indicate your work site <input type="text" value="University of Miami"/> Jackson Hospital Miami VA Hospital Other
	* Highest degree: <input type="text"/>
	* Department: <input type="text"/>
	* What is your role in research?: <input type="text"/>
	Address Field 1: <input type="text"/>
	Address Field 2: <input type="text"/>
	Address Field 3: <input type="text"/>

Step 7 (continued) Fill-in remaining information, click submit

	City: <input type="text"/>
	State: <input type="text"/>
	Zip/Postal Code: <input type="text"/>
	Country: <input type="text"/>
	* Office Phone: <input type="text"/>
	Home Phone: <input type="text"/>
	* May we re-contact you to complete a course survey?: CITI conducts new research surveys every 6-8 months to determine how learners use the course site and whether the Federal educational mandate is producing the intended result. We would like you to help us in the program evaluation. Enter YES if we may contact you sometime in the future to request your participation in a survey study. Enter NO if you do not want to participate in a future study. <input type="text"/>

Your options for training are the following RCR course areas: **Biomedical, Social and Behavioral, Physical Science, and Humanities** (Humanities not applicable to NSF required training) If you are not sure which course is most applicable to your area, ask the research advisor/project director with whom you are working or call the Office of Sponsored Research & Grants at 435-865-8175. If the project to which you are assigned requires human subjects, you will also be required to complete CITI training on this topic. If you have questions, please call the IRB administrator at 435-865-8569. Once you've chosen the appropriate selection under Question #2, click "Submit."

Please check **No** as your response to this section and continue to next section.

CITI Collaborative Institutional Training Initiative

Home

Select your institution or organization

You have registered with the following institution(s):

At this point you can register with another institution. This could be very useful if:



- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

Yes No



Your registration should now be complete. You should now be at the **Main Menu** where you will be able to begin the RCR course you have selected. Under the **My Courses** line, you should see the course title that you selected. Select **Enter** when you are ready to begin the course.

Jane Doe (member ID: 1533943)

CITI Collaborative Institutional Training Initiative

[Resources](#) [Main Menu](#) | [Select Language](#) | [Logout](#)

Main Menu

- This is the email address we have for you: jdoe34@kent.edu. If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) ⓘ | [Change login information](#) | [CME/CEU credits](#)

Kent State University ⓘ [View Kent State University instructions page](#)

You have enrolled for the following courses:

You have enrolled for the following courses:

My Courses ⓘ	Status	Completion Reports	Voluntary Satisfaction Survey ⓘ
Social and Behavioral Responsible Conduct of Research Course 1., Basic Course	Not Started - Enter	Not Earned	Not Available

*** ⓘ [Add a course or update your learner groups for Kent State University](#)** **start course here**

Kent State University Learner Utilities

- ⓘ [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- ⓘ [Update my profile information](#) for Kent State University
- ⓘ [Previous Coursework](#) Completed
- ⓘ [CME/CEU credits for human subjects protection coursework](#)
- ⓘ [Remove my affiliation](#) from Kent State University

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From this Main Menu, you will be able to proceed through the RCR course. Other options include the ability to update your profile and access information on previous course work when completed.

* At this link you will be able to add additional course work (such as Human Subjects online training) if necessary.

Steps to access your CITI course

Step 1: In the Groups page, click on the Go Back to Learner's Main Menu Link and find the RCR course for your discipline.

Step 2: At the Learner's Menu page, under status, click on the "Not Started-Enter link

CITI Collaborative Institutional Training Initiative

[Announcements and Frequently Asked Questions \(FAQ\)](#) [Main Menu](#) [Select Language](#) [Logout](#)

Learner's Menu

- This is the email address we have for you: djoseph2@med.miami.edu. If this is not correct, please [edit or change your address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) ⓘ | [Change username or password](#) | [CME/CEU credits](#)

University of Miami ⓘ (ID: 412) [View University of Miami instructions page](#) ⓘ

Your responses to the **University of Miami** enrollment question(s) have established the courses shown immediately below for you to complete. If this is *incorrect* use the "Add a course or update your learner group" link below to return to the enrollment questions.

My Courses	Status	Completion Reports	Voluntary Satisfaction Survey
CITI Health Information Privacy and Security (HIPS) CITI Test	Not Started - Enter	Not Earned	Not Available

ⓘ [Add a course or update your learner groups for University of Miami](#)

University of Miami Learner Utilities

- ⓘ [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- ⓘ [Update my profile information for University of Miami](#)
- ⓘ [Previous Coursework Completed](#)
- ⓘ [CME/CEU credits for human subjects protection coursework](#)
- ⓘ [Remove my affiliation from University of Miami](#)

Step 3: Click on the module selected and begin taking the CITI Course

CITI Collaborative Institutional Training Initiative		
Announcements and Frequently Asked Questions (FAQ)	Main Menu Select Language Logoff	
CITI Health Information Privacy and Security (HIPS) CITI TestGradebook		
Take the next required module, <i>About the "HIPS" HIPAA education series*</i> .		
Required Modules	Date	Score
▶ About the "HIPS" HIPAA education series* (ID: 1416)	Incomplete	
Privacy Rules: Introduction to Federal and State Requirements* (ID: 1417)	Incomplete	
Privacy Rules: Clinical Investigators* (ID: 1419)	Incomplete	
Security Rules: Basics of Being Secure, Part 1* (ID: 1423)	Incomplete	
Security Rules: Basics of Being Secure, Part 2* (ID: 1424)	Incomplete	
Elective Modules for CITI Health Information Privacy and Security (HIPS) for Clinical Investigators (ID: 9354)		
Required: 7 Completed: 0	Date	Score
Security Rules: Protecting your Computer*	Incomplete	
Security Rules: Picking and Protecting Passwords**	Incomplete	
Security Rules: Protecting your Portables*	Incomplete	
Security Rules: Protecting your identity*	Incomplete	
Security Rules: Safer Email-ing and IM-ing, Part 1*	Incomplete	
Security Rules: Safer Email-ing and IM-ing, Part 2*	Incomplete	
Security Rules: Safer Web Surfing*	Incomplete	
Security Rules: Introduction to Federal and State Requirements*	Incomplete	
Security Rules: Issues for Work/Workers Off-Site*	Incomplete	
Completing the Privacy and Security Course	Incomplete	