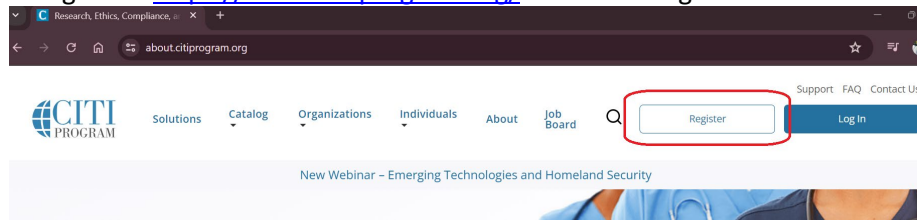


Accessing the CITI Program: Responsible Conduct of Research (RCR) Training

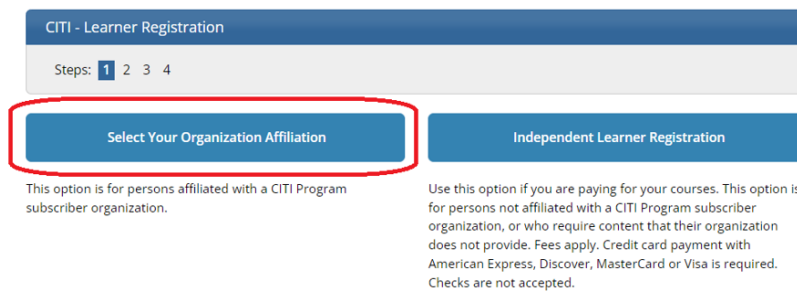
Creating a CITI account

If you have an account profile with CITI, skip to [Adding RCR Course](#)

1. Navigate to <https://about.citiprogram.org/> and click "Register"

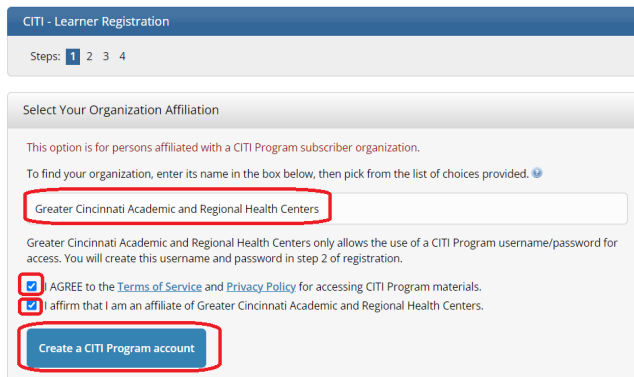


2. Click, "Select Your Organization Affiliation"

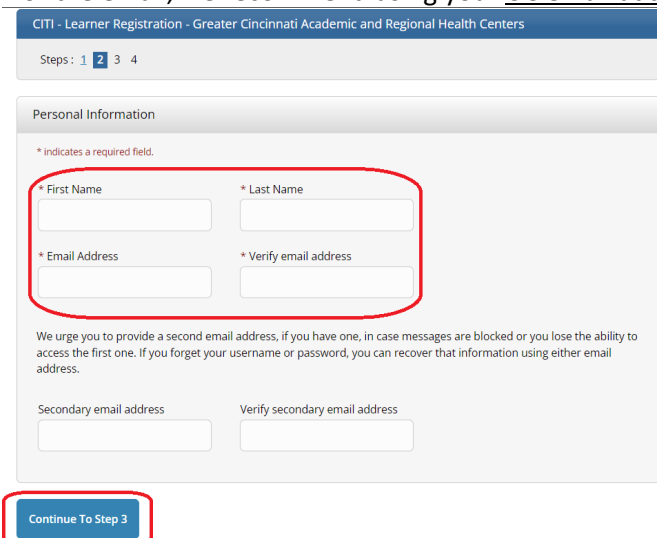


3. In the text box, type "Greater Cincinnati Academic and Regional Health Centers"

- Check the box to agree to CITI's terms of service
- Check the affirmation box noting that you are part of the Academic Health Center
- Click "Create a CITI Program Account"



- Enter all requested information and click "Continue to Step 3"
 - For the email, we recommend using your UC email address



4. Create your username, password, provide an answer the provided security questions, and click "Continue to Step 4"
5. Enter Country of Residence and select "No" regarding CITI asking for permission to contact you about other courses
6. After finalizing registration, you will be redirected to a page asking for your Continuing Education Credit preferences. Select "NO" as all courses required by UC are part of our institutional affiliation

YES
At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

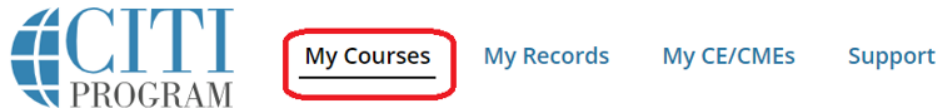
NO
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase **after** you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

7. Once registered, you must click on "My Courses" and "Add an Affiliation"
 - In the text box, type "Greater Cincinnati Academic and Regional Health Centers"
8. Enter all required (*) information
 - Enter UC M Number for "Employee Number"
 - Select "University of Cincinnati" for Primary Institution

Adding RCR Course

Access to RCR (or any other CITI course) is added to your profile once you answer a series of questions regarding your role and your specified areas of interest and/or learning needs.

1. Click "My Courses"



2. Click "View Courses"
3. Scroll to the bottom of the screen and click "Add a Course"
4. Answer all questions with your preferred response, however you MUST select "Yes"

Are you required to complete **Responsible Conduct of Researchers (RCR) training** to satisfy the requirements of the National Science Foundation and/or the NIH?
If you are working at Christ Hospital, Tri-Health, St. Elizabeth Healthcare, or another regional institution OR if you are UNSURE how to answer, please indicate "No".

This question is required. Choose one answer.

Yes
 No

4. After all questions are answered, the RCR course will be available to you.