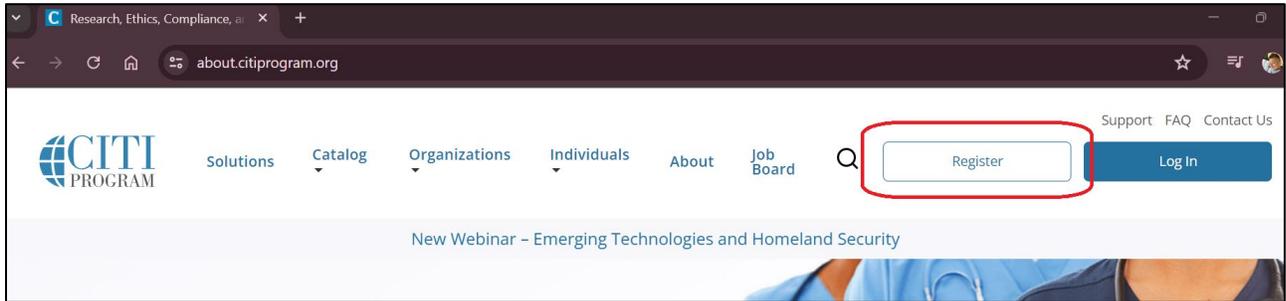


Accessing the CITI Program: Responsible Conduct of Research (RCR) Training

Creating a CITI account

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

1. Navigate to [CITI website](#) and click "Register"

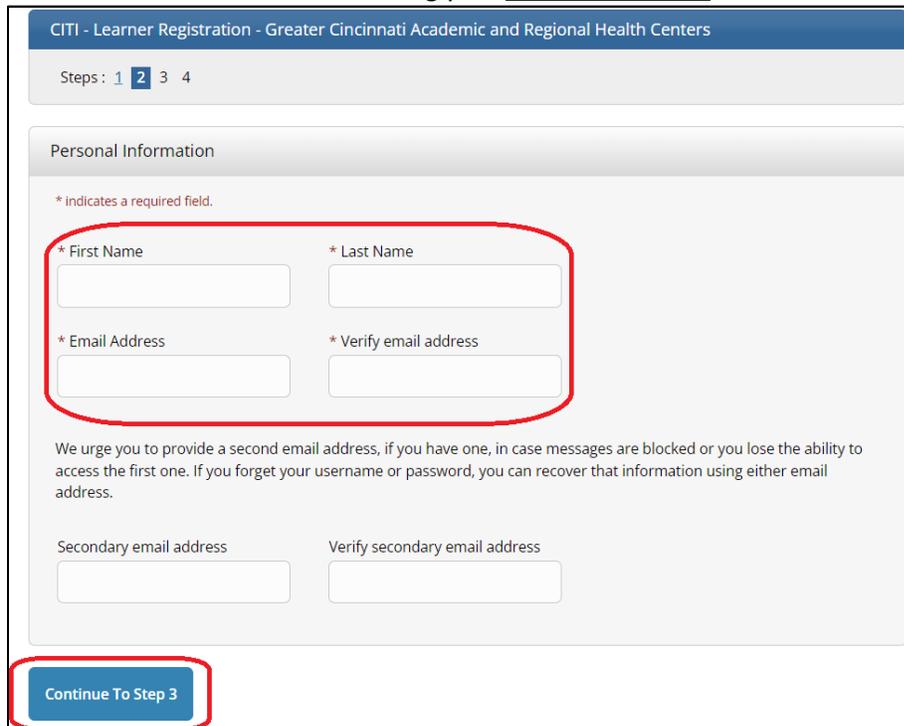


2. Click "Select Your Organization Affiliation"

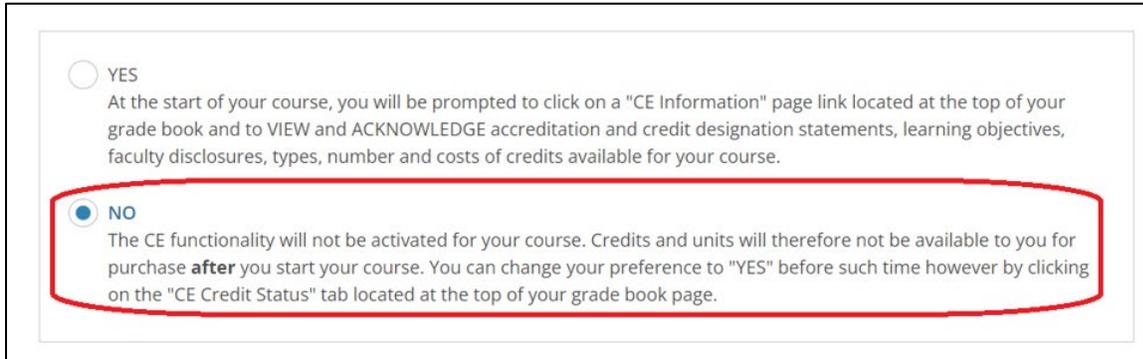


3. In the text box, type "Greater Cincinnati Academic and Regional Health Centers"

- 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

A screenshot of the 'CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers' page. The progress indicator shows 'Steps: 1 2 3 4', with '2' highlighted. The 'Personal Information' section contains several required fields: '* First Name', '* Last Name', '* Email Address', and '* Verify email address'. Below these are fields for 'Secondary email address' and 'Verify secondary email address'. A 'Continue To Step 3' button is highlighted with a red box. A note at the bottom states: 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.'

4. Create your username, password, provide an answer to 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.

Based on how you respond to these questions, other courses may populate but only the Responsible Conduct of Researchers (RCR) training is required.

1. Click "My Courses"



2. Click "Add a Course"
3. Click "View Courses"
4. Scroll to the bottom of the screen and click "Add a Course"

5. Answer all questions with your preferred response, however you MUST select "Yes" when asked about the RCR requirement

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

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

Completing Additional RCR Modules

If you completed the RCR course after 1/18/2026, two (2) additional modules have been added and must be completed to meet new NSF requirements.

1. Login to your account on [CITI website](#)
2. If you do not remember your username and password, click the "Forgot?" link next to the login areas. Please do not create a new account.
3. Click on My Courses at the top of the page
4. Click View Courses
5. Click on "Review Course" under Responsible Conduct of Research
6. Click "Start" next to Introduction of Export Compliance
7. Click "Start" next to Research Security: A Basic Course