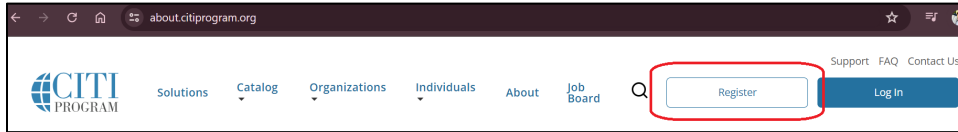


# Accessing CITI Program: Responsible Conduct of Research (RCR) Training

## Creating a CITI Account

If you have an account profile with CITI, skip to the **Adding RCR Course** section of this tutorial.

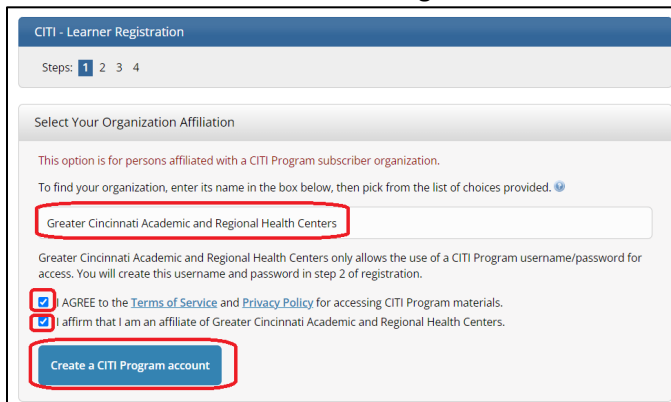
1. Navigate to <https://about.citiprogram.org> and click the "Register" button.



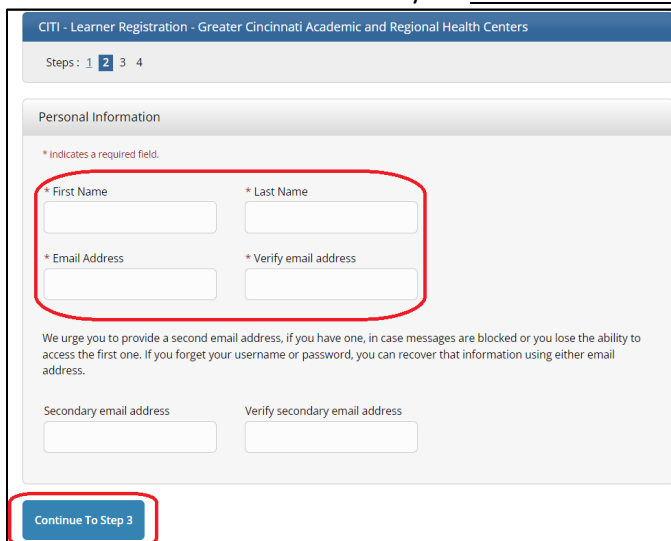
2. Click the "Select Your Organization Affiliation" button.



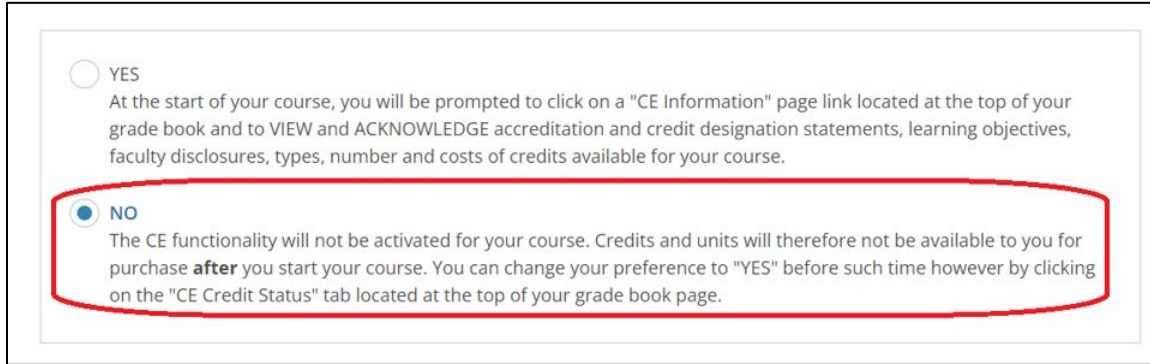
3. In the text box, type "Greater Cincinnati Academic and Regional Health Centers".
  - Check the box to agree to CITI's Terms of Service and Privacy Policy.
  - Check the affirmation box noting that you are part of the Academic Health Center.
  - Click the "Create a CITI Program Account" button.



4. Enter all requested information and click the "Continue to Step 3" button.
  - It is recommended to use your UC email address to register.



5. Create your username, password, and provide an answer the provided security questions. Next, click the "Continue to Step 4" button.
6. Enter your Country of Residence and select "No" regarding CITI asking for permission to contact you about other courses.
7. 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.



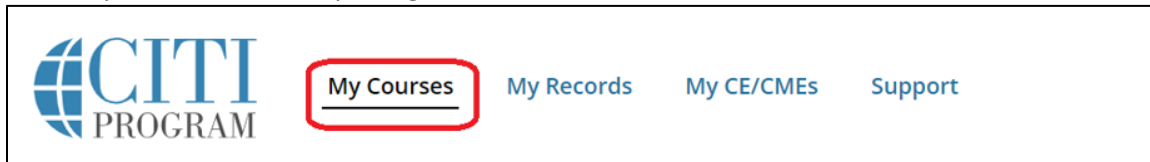
A screenshot of a survey question. The question asks if the user wants CE functionality. There are two radio button options: "YES" and "NO". The "NO" option is selected and highlighted with a red oval. The text for the "NO" option states: "The CE functionality will not be activated for your course. Credits 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."

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

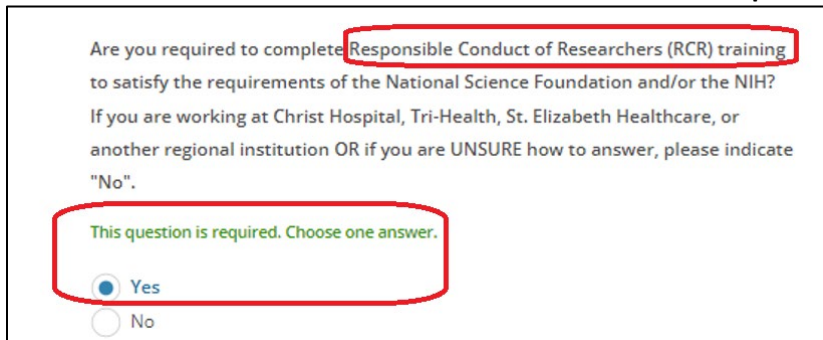
## Adding RCR Course

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" in the top navigation menu.



2. Click "Add a Course" and answer all questions with your preferred response.
  - a. You MUST select "Yes" when asked about the RCR requirement.



A screenshot of a survey question. The question asks if the user is required to complete Responsible Conduct of Researchers (RCR) training. The text says: "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'." The "Responsible Conduct of Researchers (RCR) training" text is highlighted with a red oval. Below the question, there is a green message: "This question is required. Choose one answer." and two radio button options: "Yes" (selected) and "No".

3. After all questions are answered, the RCR course will be available to begin.