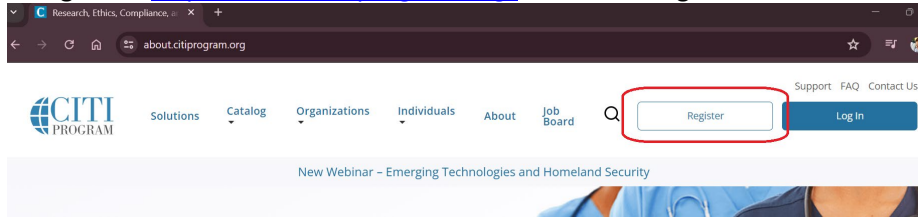


# Accessing the CITI Program: Responsible Conduct of Research (RCR) Training

## 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"

A screenshot of the 'CITI - Learner Registration' page. The page shows a progress bar with steps 1, 2, 3, and 4. Step 1 is selected. Below the progress bar, there are two main options: 'Select Your Organization Affiliation' (highlighted with a red box) and 'Independent Learner Registration'. The 'Select Your Organization Affiliation' option includes a description: 'This option is for persons affiliated with a CITI Program subscriber organization.' The 'Independent Learner Registration' option includes a description: 'Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.'

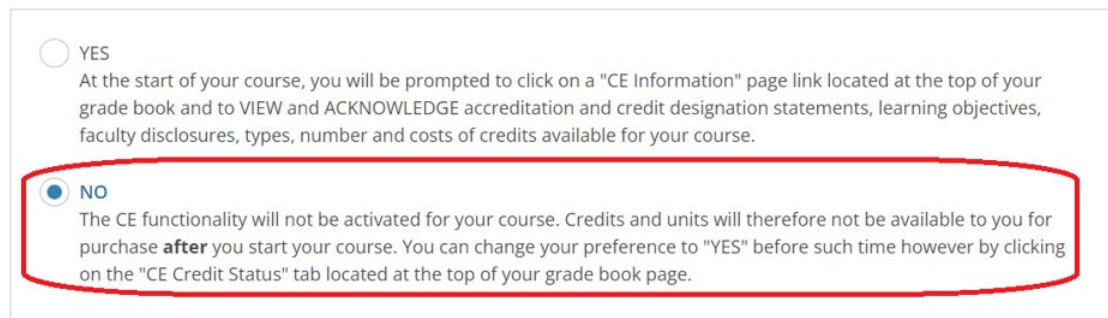
3. In the text box, type "Greater Cincinnati Academic and Regional Health Centers"
  - Check the box to agree to CITI's terms of service
  - Check the affirmation box noting that you are part of the Academic Health Center
  - Click "Create a CITI Program Account"

A screenshot of the 'CITI - Learner Registration' page, specifically the 'Select Your Organization Affiliation' step. The text box for entering the organization name is highlighted with a red box and contains the text 'Greater Cincinnati Academic and Regional Health Centers'. Below the text box, there are two checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Greater Cincinnati Academic and Regional Health Centers.' Both checkboxes are checked. At the bottom, the 'Create a CITI Program account' button is highlighted with a red box.

- 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' page, specifically the 'Personal Information' step. The page shows a progress bar with steps 1, 2, 3, and 4. Step 2 is selected. Below the progress bar, there is a form for personal information. The form includes fields for 'First Name', 'Last Name', 'Email Address', and 'Verify email address'. There is also a section for 'Secondary email address' and 'Verify secondary email address'. At the bottom, the 'Continue To Step 3' button is highlighted with a red box.

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.

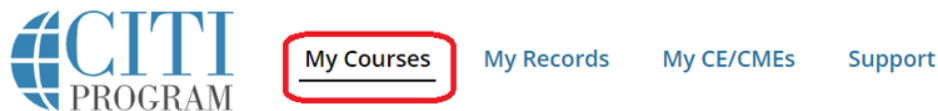
7. Once registered, you must click on "My Courses" and "Add an Affiliation"
  - In the text box, type "Greater Cincinnati Academic and Regional Health Centers"
8. Enter all required (\*) information
  - Enter UC M Number for "Employee Number"
  - Select "University of Cincinnati" for Primary Institution

### Adding RCR Course

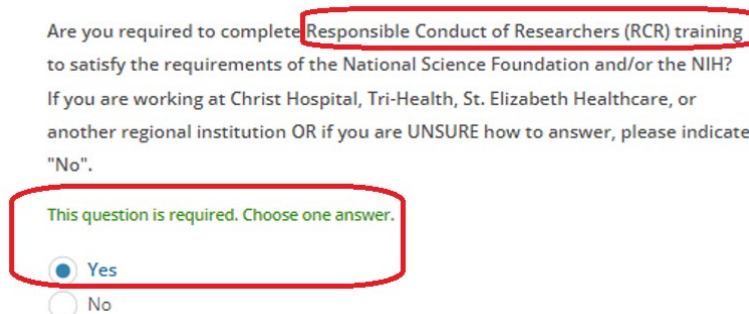
Access to RCR (or any other CITI course) is added to your profile once you answer a series of questions regarding your role and your specified areas of interest and/or learning needs.

**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 "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" 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

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