Instructions on signing up for the CITI Program Responsible Conduct of Research (RCR) training

Thesis- and Project-Option students are required to receive Responsible Conduct of Research (RCR) training from CITI PROGRAM. A RCR certificate issued by this program must be presented at the time the thesis/project prospectus is submitted. Here is how you do this. First, go to:

https://about.citiprogram.org/en/series/responsible-conduct-of-research-rcr/

You will see the following screen:

Next, select Register in the upper right-hand portion of the screen. That will take you to the following screen:

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

_____

— or —

Independent Learner Registration

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.

☐ I AGREE to the Terms of Service for accessing CITI Program materials.

Type in "University of South Alabama" for the Organization Affiliation.

The screen will then provide you with additional information, informing you that you need to create a username/password. But first you have to Agree to the Terms of Service. Check that box and then affirm you are an affiliate of University of South Alabama

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of South Alabama

University of South Alabama only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☐ I AGREE to the Terms of Service for accessing CITI Program materials.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of South Alabama

University of South Alabama only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service for accessing CITI Program materials.
☑ I affirm that I am an affiliate of University of South Alabama.

Continue To Create Your CITI Program Username/Password

The next screen will ask you to set up a user name and password.

CITI - Learner Registration - University of South Alabama

Steps : 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name
Robert

* Last Name
Cloutier

* Email Address
rcloutier@southalabama.edu

* Verify email address
rcloutier@southalabama.edu

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.

Secondary email address
rob@calimar.com

Verify secondary email address
rob@calimar.com

Continue To Step 3

When you get to Step 3, create a User Name and select a Password

Be sure to pick a security question and answer.

CITI - Learner Registration - University of South Alabama

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Next, you are asked for a Country of Residence.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

US

Continue To Step 5

Next, you are asked about CEU credits. Select No here. Answer the other questions as you wish...

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

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.

○ Yes

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.

○ No

Step 6 asks for some demographic information required by South Alabama. Complete these questions. At the bottom, where it asks what course you plan to take, select Responsible Conduct of Research and proceed to Step 7.

Step 7 asks for the specific modules you plan to take and ask you to check all that apply. In this case, select Responsible Conduct of Research at a minimum.

* The Office of Research Compliance has partnered with the Collaborative Institutional Training Initiative (CITI) program to allow USA affiliated researchers the opportunity to participate in online research compliance and ethics education.
All faculty, staff and students who are engaged in the conduct or analysis of research must complete the appropriate compliance training that meets your specific research needs.
The modules offered are outlined below: Courses available include (please select all that apply):

Choose all that apply

☐ Animal Care and Use

☐ Responsible Conduct of Research

☐ Biosafety/Biosecurity

☐ Good Clinical Practice

☐ Conflict of Interest

Select Next to move on.

Select Student and then Next.

On this screen, select Physical Sciences Responsible Conduct of Research

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Students Only

If you want to take Responsible Conduct of Research (RCR), please make you selection below.

Choose all that apply

☐ Biomedical Responsible Conduct of Research

☐ Social and Behavior Responsible Conduct of Research

☐ Physical Sciences Responsible Conduct of Research

☐ Humanities Responsible Conduct of Research

☐ No RCR needed

At this point, you are ready to go, and should see the following screen.

CITI PROGRAM

Collaborative Institutional Training Initiative

Robert Cloutier
ID 7055683
Log Out
Help

| Main Menu / My Courses | My Profiles | My Records | My CEUs | Support | 🔍 |

Main Menu / My Courses

✅ You are now enrolled in the course(s) you selected.

▼ University of South Alabama Courses

Course ❓	Status ❓	Completion Record ❓	Survey ❓
Physical Science Responsible Conduct of Research	Not Started	Not Earned	

My Learner Tools for University of South Alabama

- ❓ Add a Course
- ❓ Remove a Course
- ❓ View Previously Completed Coursework
- ❓ Update Institution Profile
- ❓ View Instructions page
- ❓ Remove Affiliation

▶ Affiliate With Another Institution

▶ Affiliate as an Independent Learner

Please remember to print the certificate out when you have completed. This certificate should go to your Advisor, and to Brenda Poole.

Best of luck.