

## CITI RCR TRAINING INSTRUCTIONS

### Initial visit to the training

#### Page 1 - Welcome

1. Go to CITI at <http://www.citiprogram.org>
2. Click on New Users [Register Here](#)

#### Page 2 – Complete Registration Steps 1-6 now.

3. In *Section 1. Select your institution or organization*  
From the drop down at *Participating Institutions*: select University of Colorado Colorado Springs
4. In *Section 2. Create your Username and Password*  
Choose your unique username and password. Retain the information since you will need it to access the training if you need to stop and start again. It is important for your training records to stay in a single record.
5. In *Section 3. Enter your name*  
Enter first and last name
6. In *Section 4. Enter your email address*  
Enter your UCCS email as the preferred email; if you have a non-UCCS email account where you would like a copy sent, enter it in the secondary email
7. In *Section 5. CME/CEU credits (required)* click **No**
8. In *Section 6. Course Survey (required)* click **Yes** if you are willing to complete a short survey after you finish the training or click **No** if you would rather not.
9. Click *Submit*

#### Page 3 – Member Information

10. In *Member Information*  
*Language Preference* select your language preference for the training  
*Institutional email address* is [irb@uccs.edu](mailto:irb@uccs.edu)  
*Gender* use the drop down to select  
*Highest degree* use the drop down to select  
*Employee Number* enter if you know it  
*Department* enter the department name for which you are completing the training  
*What is your role in research?* use the drop down to select  
*Address Field 1:* enter 1420 Austin Bluffs Parkway then skip to City

*City:* enter Colorado Springs

*State:* enter CO

*Zip/Postal Code:* enter 80918

*Country:* enter USA

*Office Phone:* enter UCCS phone number or home phone

*Home Phone:* enter or skip, field is optional

11. Click *Submit*

#### Page 4 – Select Curriculum

12. Under *choose all that apply*

Select the third entry **I would like to enroll in Responsible Conduct of Research courses** if you have been instructed to do so or if you are working on an NSF or NIH project whether or not you will receive wages for the work.

#### Page 5 – RCR

13. Under *Choose one answer* Select the entry that relates to you and your research

14. Click *Next*


#### Page 6 – Select your institution or organization

15. Verify the response to *You have registered with the following institution(s)* is University of Colorado at Colorado Springs



16. Click *Yes*

#### Page 8 – Main Menu

17. In the center of the page under the University of Colorado at Colorado Springs section, click on the area that reads:

 [View University of Colorado at Colorado Springs instructions page](#) read the instruction page for an overview of how the modules work

18. In the section of the page entitled:

 [My Courses](#) [Status](#) [Completion Reports](#) [CME/CEU Credits](#)  [Voluntary Satisfaction Survey](#) will be listed the course you chose on page 6 followed by a line that reads **Not Started – Enter**  
Click on [Enter](#)

## Page 9 – CR# 4378548: RCR Gradebook

19. At [Complete the Integrity Assurance Statement](#) before beginning the course which will take you to

## Page 10 – Assurance Statement

20. Click on the appropriate statement
21. Click *Submit*  
This will return you to Page 9. Go to the right side of the screen and click on the first *Incomplete* which will take you to the first of the training modules.

## Page 11 – Begin training modules

22. Read the training module, follow the highlighted links for further information, complete the embedded quizzes, and, when you have completed the entire module at the bottom of the page in the **Take the Quiz** area
23. You will have three choices: *Take the Quiz for XXX* which will take you to the quiz for the module you just completed
24. *Go to the gradebook for this course* which will take you back to the module list
25. *Go to Main Menu* which will take you back to the Main Menu page.