## INSTRUCTIONS FOR ADDING RCR TRAINING TO AN EXISTING CITI ACCOUNT

- 1. Log into CITI <a href="http://www.citiprogram.org/">http://www.citiprogram.org/</a> with your username and password. If you are unsure if either is correct, you can use the "forgot login information" feature to have the information emailed to you.
- 2. The next page will be the "Learner's Menu". In the "My Courses" section, you can add the RCR course to your existing account. Click on "add a course or update your learner groups".
- 3. The next page will include the courses available to those affiliated with AU. At the bottom of the page under "Question 3: Responsible Conduct of Research", you will need to choose a learner group that most closely describes the type of activity you will be conducting. Click "Continue" at the bottom of the page when you have made your selection.
- 4. You will return to your "Learner's Menu". The RCR Training for the learner group you selected should appear under "My Courses". To begin the RCR Training click on the red link under "Status". You will see a list of the required modules. After you read the educational information provided in a module, you will take a quiz covering that information.
- 5. Log out when you are ready to quit.
- 6. Notes:
  - a. You do not have to complete all modules at one time. Total time commitment should be three to six hours.
  - b. You must complete the courses with at least an 80% score. When you have completed all of your required courses, print the completion report, and submit a copy to the project PI who will forward the documentation to the appropriate Department Head(s).
- For technical problems, contact <u>citisupport@med.miami.edu</u>. For questions regarding RCR training requirements, contact your Contract Administrator in the Office of Sponsored Programs.