INSTRUCTIONS FOR REGISTERING WITH CITI FOR RCR TRAINING

To register, go to http://www.citiprogram.org/.

- 1. At "New Users", click on Register Here.
- 2. In the "Participating Institutions" drop-down menu, choose "Auburn University" (Be sure to click "submit" or other command buttons on each page.)
- Select your Username and password Please use your Auburn username/global ID. <u>Do not use</u> your AU password, but create a new CITI password containing at least 8 characters. (Be sure to save this information in a safe location.)
- 4. Use your **Auburn University e-mail address** as your preferred e-mail address.
- 5. The next page is requesting personal information. Complete all sections with an asterisk (*).
- 6. 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.
- 7. On the next page, you can select another organization with which to be affiliated. For research purposes at Auburn University only, select "No".
- 8. The next page will be the "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.
- 9. Log out when you are ready to quit.

10. 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.