

Collaborative Institutional Training Initiative (CITI) Course

Instructions for the CITI Program Course Enrollment

- 1) Go to the CITI website: <https://www.citiprogram.org/>
- 2) New Users, click on “Register” (Vanderbilt does not use Single Sign On [SOS])
 - 2.1) Existing CITI Account Users, sign in with existing user name and password

Step 2: Figure 2



Step 2.1: Figure 2.1



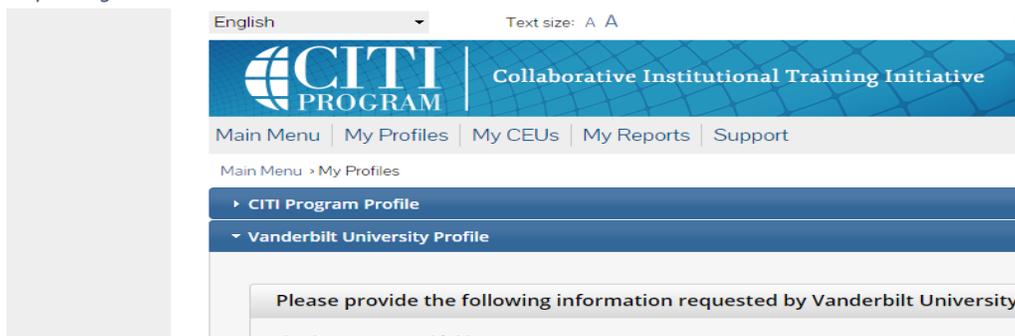
- 3) Select “Vanderbilt University” as Organization Affiliation
 - 3.1) Continue to Step 2

Step 3 and 3.1: Figure 3



- 4) Proceed through all pages of registration, we recommend the following:
 - a. VUnet ID as your username
 - b. ____@vanderbilt.edu as your email address
 - c. Undergraduates: Enter the department where you are doing the research
 - d. Graduates and Postdocs: Enter your home department of your program

Step 4: Figure 4



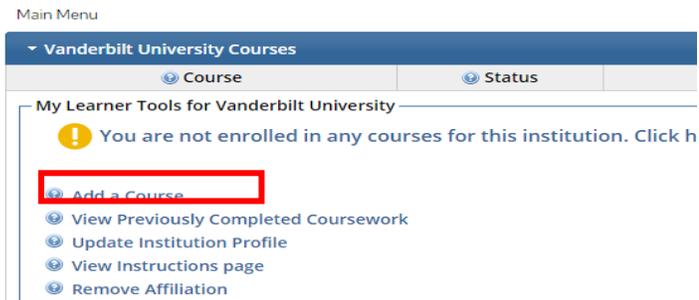
5) Drop down “Vanderbilt University Courses”

Step 5: Figure 5



6) Select “Add a Course”

Step 6: Figure 6



7) Select “I would like to view courses available for the Responsible Conduct of Research” 7.1) Select RCR for _____

Step 7: Figure 7

The screenshot shows a selection screen titled "Choose all that apply". It contains a list of seven options, each with a checkbox. The third option, "I would like to view courses available for the Responsible Conduct of Research.", is highlighted with a red box. The other options are: "I would like to view courses available for Human Subjects Research.", "I would like to view courses available for Lab Animal Welfare.", "I would like to take the Good Clinical Practice course.", "I would like to take the Conflict of Interest course.", "I would like to take the Clinical Trial Billing Compliance course.", and "I would like to take the Export Compliance course.". At the bottom of the screen are two buttons: "Next" and "Start Over".

Step 7.1: Figure 7.1

The screenshot shows a selection screen titled "Responsible Conduct of Research". It contains a message: "please make your selection below. Choose one answer." Below the message is a list of seven radio button options. The first option, "RCR for Bio/Physical Sciences - VUBPS**", is selected. The other options are: "RCR for Peabody College - VUGPC**", "RCR for Social & Behavioral Sciences - VUSOC**", "RCR for Engineers - VUENG**", "RCR for Psychological Sciences - VUPSY**", and "Not now". At the bottom of the screen are two buttons: "Next" and "Start Over".

- 8) Course Completion: RCR program requires a passing grade of 75 percent for each module, for successful completion of the entire course.
 - a. You will need to provide the electronic certificate to your departmental administrator