



AY 2025-26
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RCR and Research Security Training Enrollment Instructions

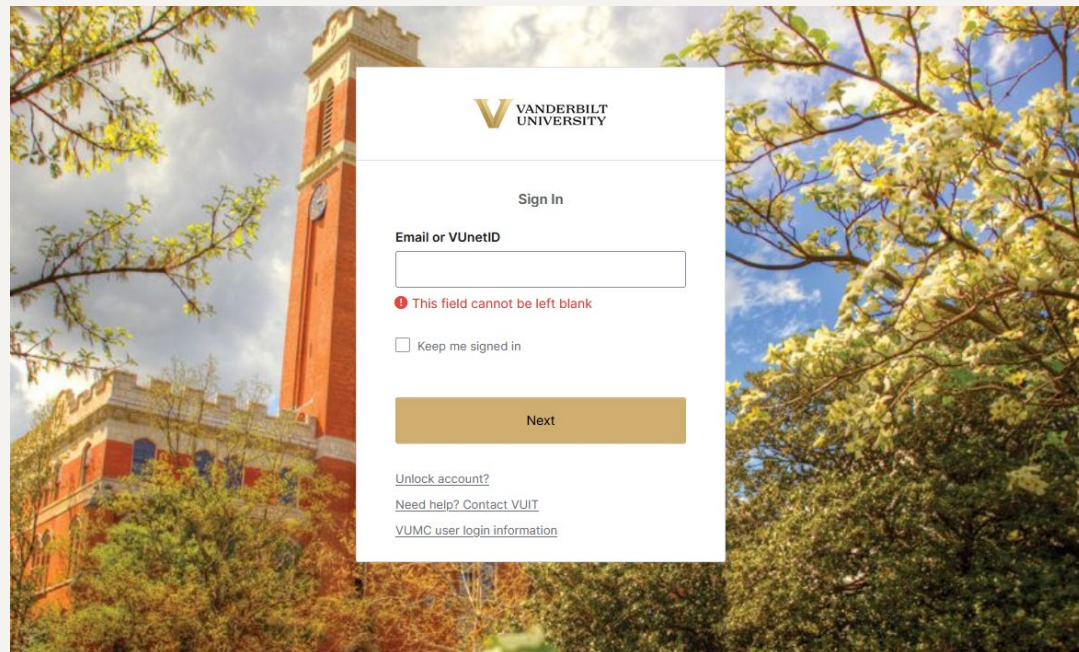


Instructions for creating an account or matching an existing account



1. Click on the RCR and Research Security [Course Enrollment Link](#)
2. If you are already logged into OneVU and your existing CITI account was automatically matched to your VU credentials, the above link will take you directly to your enrolled courses. Please skip to step 8.

If you are not already logged in to OneVU, the above link will take you to the Vanderbilt University SSO login page. Log in using your VU credentials.





3. If your account is not recognized, you will be taken to a CITI Program landing page. If you already have a CITI Program account, please click on the first option to associate your account with VU.

If you do not have a CITI Program account, please click on the second option to create an account, and skip to step 5.

A screenshot of the CITI Program landing page. At the top center is the CITI PROGRAM logo with a globe icon and a gold banner below it that says "25th Anniversary". In the top right corner, there is a gear icon and the text "English" with a dropdown arrow. Below the logo, there are three links: "LOG IN", "LOG IN THROUGH MY ORGANIZATION" (which is underlined), and "REGISTER". In the center of the page, there is a dark gray box with rounded corners containing the text "Associate your SSO account with a CITI Program account". Below this text, it says "Please choose an option:" followed by two radio button options: "I already have a CITI Program account." and "I don't have a CITI Program account and I need to create one." A mouse cursor is visible near the right side of the box.



4. If you already have a CITI Program account, enter your CITI Program username and password to link your account to VU. Skip to step 8. If you do not remember your username or password, please email ric@vanderbilt.edu for assistance.

Associate your SSO account with a CITI Program account

Please choose an option:

☒ I already have a CITI Program account.

☐ I don't have a CITI Program account and I need to create one.

Link to an existing CITI Program account

To link your existing CITI Program account to your SSO account, please log in to your CITI Program account.

* indicates a required field.

CITI Program Username *

CITI Program Password *

Log In

[Did you forget your CITI Program account username or password?](#)

5. If you do *not* have a CITI Program account, click “Create a CITI Program Account” to create one.



LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

Associate your SSO account with a CITI Program account

Please choose an option:

- ☐ I already have a CITI Program account.
- ☒ I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

Create A New CITI Program Account

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)
[Status Page](#)

6. Create a security question and answer.
Add a secondary email address if you would like to do so.

Your account has been successfully registered.

In case you lose access to log in via Vanderbilt University, please submit a security question and answer, and optionally provide a secondary email address.

Fields marked with an asterisk (*) are required.

Security Question *

...

Security Answer *

Your secondary email address

Please verify your secondary email address

[Cancel](#) [Update](#)

7. Answer “yes” or “no” to earning Continuing Education (CE) credits based on your profession and role. Please note that your answer to this question will *not* affect how Vanderbilt records course completion for RCR and Research Security training.



Continuing Education

 You have currently selected “No” to earning CE credits. You will not be able to earn or redeem CE credits. To enable CE, please [update your CE credit preference to “Yes”](#).

Your CE Credit Status

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits. [Learn more about CE credits.](#)

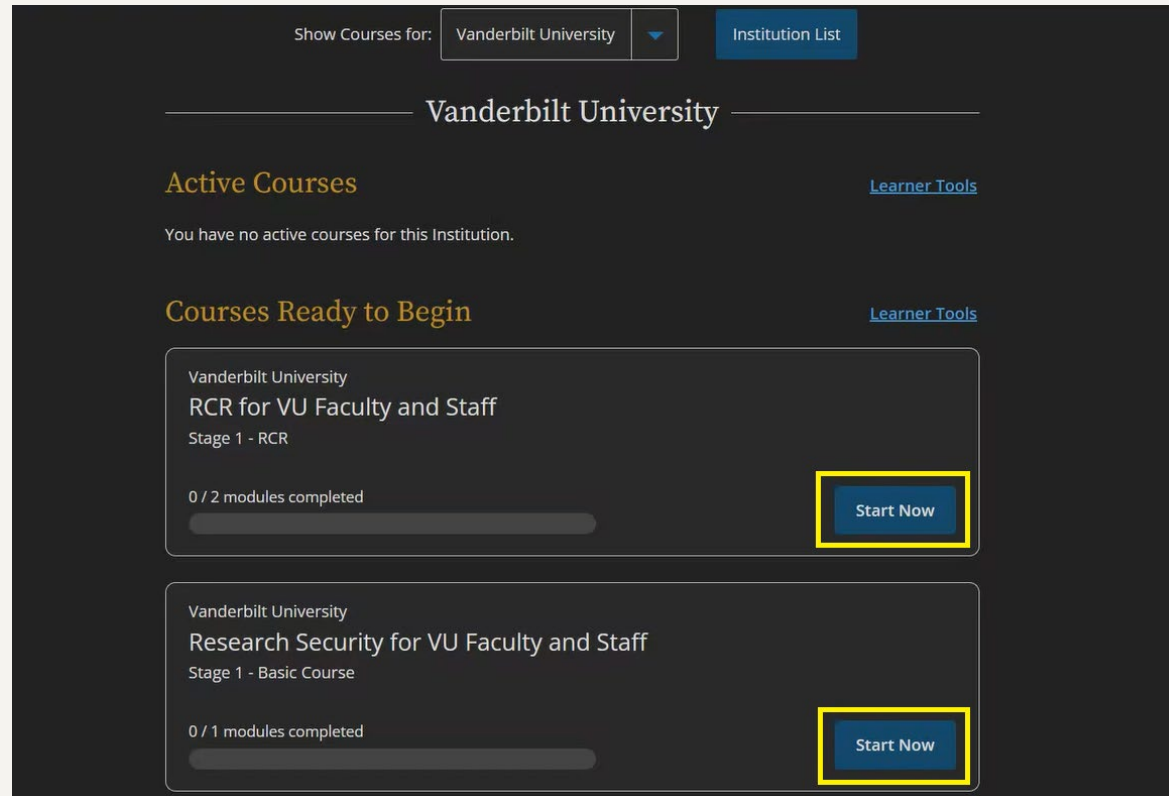
Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

[Submit](#)



8. You should now see your CITI Program homepage. RCR for VU Faculty and Staff and Research Security for VU Faculty and Staff should appear under “Courses Ready to Begin.” You will need to click “Start Now” to complete each course.



*If you are having trouble with setting up your account, please contact ric@vanderbilt.edu.