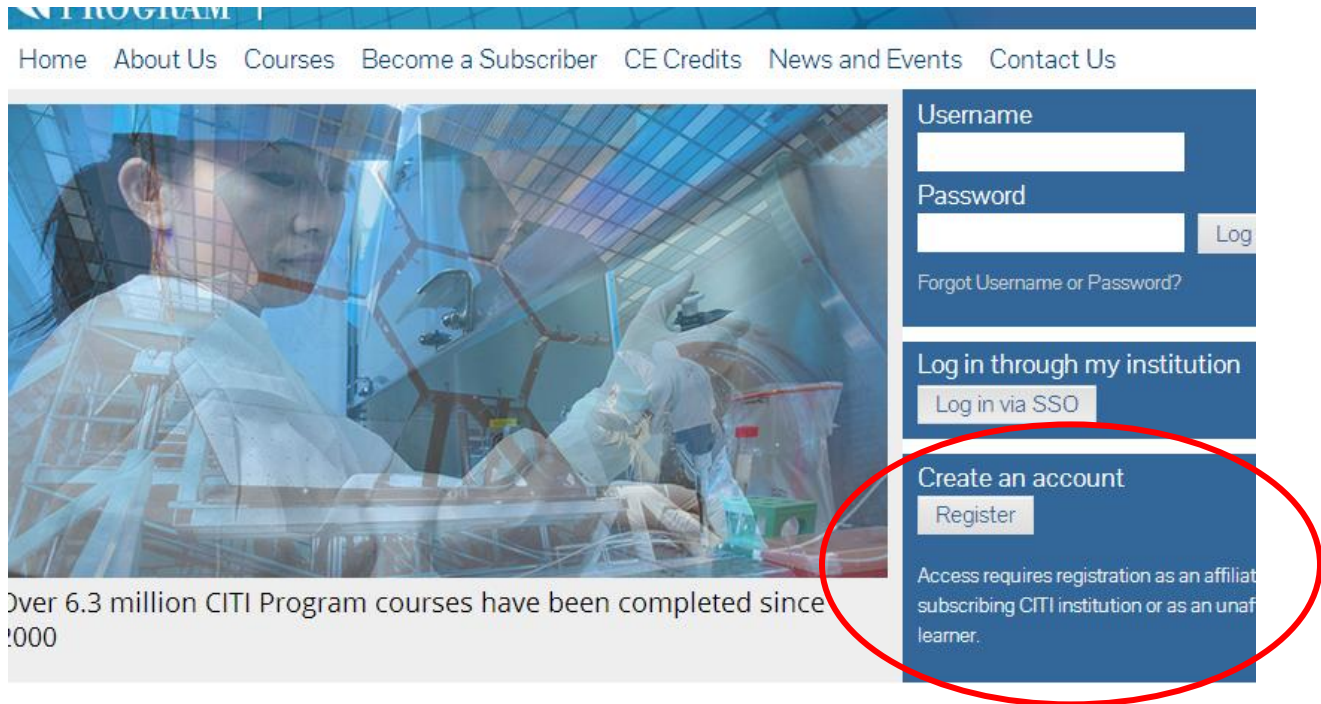


CITI Training/Certificate Instructions

The training generally takes several hours but can be done at different times.

- 1) Please go to <https://www.citiprogram.org>.
- 2) Click on the register box and create an account



Home About Us Courses Become a Subscriber CE Credits News and Events Contact Us

Username

Password

[Forgot Username or Password?](#)

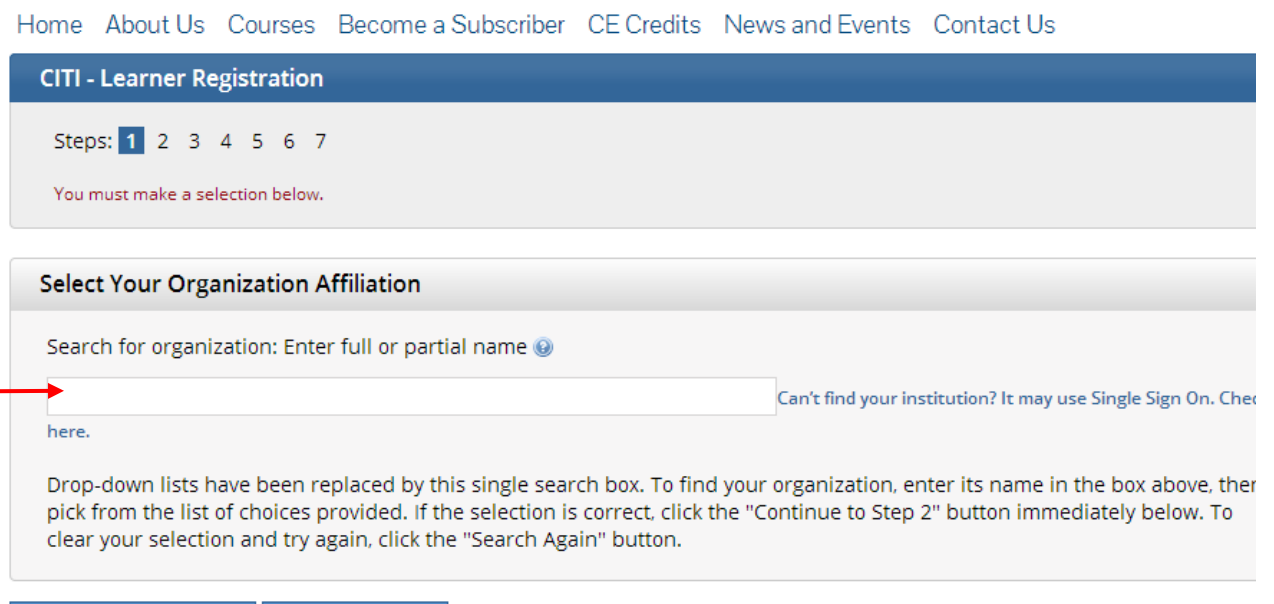
Log in through my institution

Create an account

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

Over 6.3 million CITI Program courses have been completed since 2000

- 3) Enter our school name: California State University, San Bernardino



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CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

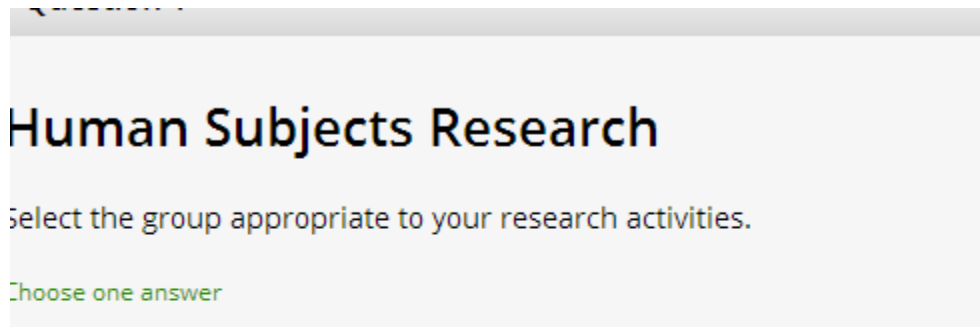
[Can't find your institution? It may use Single Sign On. Check here.](#)

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

- 4) Answer the questions about your personal information
- 5) Create Username and Password
- 6) Click “No” for the CEU credit option

After creating the account, it will ask you to check a box for human subject research.

- 7) Click on the GROUP 2: Social and Behavioral Investigators and key personnel tab



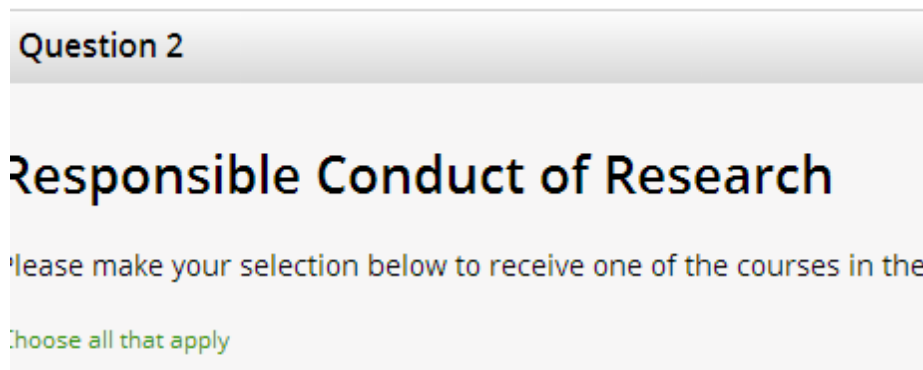
Human Subjects Research

Select the group appropriate to your research activities.

Choose one answer

- Group 1: Biomedical Research Investigators and Key Personnel
- Group 2: Social Behavioral Research Investigators and Key Personnel
- Institutional/Signatory Official
- IRB Reference Resource: All CITI modules are available for ongoing u

- 8) Click on the Social and Behavioral Responsible Conduct of Research Course box.



Question 2

Responsible Conduct of Research

Please make your selection below to receive one of the courses in the

Choose all that apply

- Biomedical Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators

9) Scroll Down (Skip all other questions) AND click on SUBMIT

- a. The system will direct you to another screen and a green message will show that you have successfully submitted the request.
- b. You will also see the two courses that you will be taking, with the status: “ Not Started”

The screenshot shows the CITI PROGRAM interface for the Collaborative Institutional Training Initiative at the University of Miami. A green checkmark icon and the message "Your request has been successfully submitted." are displayed. Below this, a table lists courses for California State University, San Bernardino. A red oval highlights the first two rows of the table.

Course	Status	Completion Report
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned
Social Behavioral Research Investigators and Key Personnel	Not Started	Not Earned

10) Click on the “ Social and Behavioral Responsible Conduct of Research”

11) Click on “Complete The Integrity Assurance Statement before beginning the course”

The screenshot shows the course requirements page. It includes a list of requirements, a current score of 0%, and a table of elective modules. A red arrow points to the link "Complete The Integrity Assurance Statement before beginning the course".

To pass this course you must:

- Complete all 12 elective modules
- Achieve an average score of 100% on all quizzes for the above

Your Current Score: 0%

You have unfinished modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Elective Modules	Date Completed	Score
Responsible Conduct of Research (RCR) Course Introduction (ID: 1522)	Incomplete	0/0 (0%)
Research Misconduct (RCR-SBE) (ID: 1495)	Incomplete	0/0 (0%)
Data Management (RCR-SBE) (ID: 1523)	Incomplete	0/0 (0%)
Authorship (RCR-SBE) (ID: 1518)	Incomplete	0/0 (0%)
Peer Review (RCR-SBE) (ID: 1521)	Incomplete	0/0 (0%)
Entering (RCR-Interdisciplinary) (ID: 1250)	Incomplete	0/0 (0%)

- 12) Read the statements and click “I agree”
 - a. This will take you back to the above screen and you should see all the section highlighted in blue.

13) Click on each section until all are shown as complete.

You can do this at your own pace, therefore if you need to log back in later to finish.

14) Log in

15) Click on the My Reports tab and complete the modules

16) If you have any other questions you can visit this link for a how to guide:
<http://citiprogram.desk.com/customer/portal/articles/235747-how-to-demo-the-citi-program-courses>

17) When you are done, send the completion certificates as pdf files to csusbdreamteam@gmail.com. The subject of the email should be CITI Training and the body of the email should state the projects you will be part of.

18) If you do not receive an email confirmation within 48 hours, forward your email to mbadiee@csusb.edu.