

CITI Program – Training on Responsible Conduct of Research Tutorial for New Users

1. Click on the link “[CITI Program – RCR Course](#)” on the RCR webpage.

The screenshot shows a Windows Internet Explorer browser window displaying the Eastern Illinois University website. The address bar shows the URL http://www.eiu.edu/~grants/COMP_RCR.php. The page title is "EIU Research and Sponsored Programs - Special Announcements - Windows Internet Explorer". The website header includes the Eastern Illinois University logo and navigation links for "EIU Students", "Faculty and Staff", "Parents", and "Alumni and Friends". The main content area is titled "Responsible Conduct of Research (RCR)" and contains the following text:

Students and post-docs who participate in projects funded by the National Science Foundation (NSF) must complete The CITI Program RCR training course.

[CITI Program -- Registration Tutorial for New Users](#)

[CITI Program – RCR Course](#) ←

Note: You should enroll in one of the following CITI RCR courses appropriate to your research activities:

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course

For further assistance, please contact [The Office of Research and Sponsored Programs](#), (1102 Blair Hall) at (217) 581-2125 or fax (217) 581-7181.

Page Last updated: February 6, 2009

Eastern Illinois University :: 600 Lincoln Avenue :: Charleston, IL 61920-3099 :: 217-581-5000 :: Contact Us :: Maps & Directions :: Text Only :: Privacy Statement :: Confidentiality Statement :: Mission Statement

The Windows taskbar at the bottom shows the Start button, several open applications including "CITI RCRTrain..." and "EIU Research an...", and the system clock displaying "1:23 PM".

2. Click on the link “New Users [Register Here](#)” if you are a **new** user and have not been through the registration process.

The screenshot shows the CITI Home Page in a Windows Internet Explorer browser window. The address bar displays the URL: <http://www.citiprogram.org/default.asp?language=english>. The page header includes the CITI logo and the text "Collaborative Institutional Training Initiative". Below the header is a navigation menu with links: Home, About Us, Become a Member, HIPS Course, RCR Course, International Course Site, Lab Animal Course, FAQ, and Idioma.

The main content area is titled "Welcome" and "CITI Login and Registration Page". It contains the following text:

The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

New Users [Register Here](#) ← (Red arrow pointing to the link)

Already Registered? [Login Below](#)

Username

Password

[Forgot login information](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to 1800 concurrent users. As learners log off others will be permitted to log on. **There are currently 1087 users logged in to the site.**

Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 5.0 or later or Firefox ver. 1.5 or later.

The browser's taskbar shows the Start button, several open applications (including the CITI Home Page and a document), and the system tray with the time 1:49 PM.

3. For “1. Select your institution or organization”, select Eastern Illinois University from the “Participating Institutions:” drop-down menu. Leave the rest of the boxes in this section blank. Complete sections 2, 3, and 4 as instructed and click on the “Submit” button at the bottom of the page.

Course Registration - Windows Internet Explorer
https://www.ctiprogram.org/dev/enroll/courseregistration1.asp?language=english

CITI Course Registration

Home

Complete Registration Steps 1-4 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:
Eastern Illinois University

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Username:

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

3. Enter your name

First Name:

(100 characters maximum)

Last Name:

4. Enter the required information (denoted by an *) on the Member Information page. After entering the information, click on the Submit button at the bottom of the page.

The screenshot shows a web browser window titled "Course Registration - Windows Internet Explorer". The address bar shows the URL: <https://www.citiprogram.org/dev/enroll/courseregistration2.asp?strKeyID=EF568DAB-4FBB-4B41-A739-11F95E06A6F9-3325775X>. The page header displays "CITI Course Registration" and a "Home" link. A vertical sidebar on the left contains several small images. The main content area features a form with the following fields:

- Gender:
- Highest degree:
- Employee Number:
- * Department: (indicated by a red arrow)
- Which course do you plan to take?:
- Role in research:
- Address Field 1:
- Address Field 2:
- Address Field 3:
- City:
- State:
- Zip/Postal Code:
- Country:
- Office Phone:
- Home Phone:
- * May we re-contact you to complete a course survey?: (indicated by a red arrow)

At the bottom of the form are "Submit" and "Cancel" buttons. The browser's status bar at the bottom shows "Done", "Internet", "90%", and "2:00 PM".

5. On the CITI Course Enrollment Procedure page, scroll down this page until you see.....

The screenshot shows a web browser window titled "Select Curriculum - Windows Internet Explorer". The address bar contains the URL: <https://www.citiprogram.org/dev/enroll/selectgroups.asp?strKeyID=AFOD152B-5366-455D-BECC-8A2B3869FBCD-33257758&eq=>. The page content includes:

- CITI Collaborative Institutional Training Initiative** header.
- Navigation menu with "Home" selected.
- Section: **Select Curriculum - Eastern Illinois University**
- Section: **CITI Course Enrollment Procedure**
 - The CITI Program provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research**. Your organization likely has several requirements and perhaps some options to meet your instructional obligations.
 - You will be provided one or more enrollment questions below.
 - Your responses will determine the curriculum for the courses you will be taking.
 - Please read the questions and responses carefully to make the best choice.
- Section: **CITI Curriculum Selection**
 - You may enroll in multiple courses. You may complete the courses sequentially or in parallel. You should use multiple login sessions. The available courses in the CITI program are:
 - **The Lab Animal Welfare Courses**
 - The Human Subjects Courses
 - Good Clinical Practice (GCP)
 - Health Information Privacy and Security (HIPS)
 - Responsible Conduct of Research (RCR)
- Section: **Changing Your Course Selections Later**
 - Use the "Add a course or update your Learner Group" link on the "**Learner Main Menu**" to come back here to change or update your course selections.
- Link: [Continue to Question 1 at this time.](#)

The browser's taskbar at the bottom shows the Windows start button, several application icons, and the system tray with the time 2:02 PM.



6.”CITI Course Enrollment Questions”, and proceed to item 3. Responsible Conduct of Research. Select the course appropriate to your research activities, then proceed to the bottom of the page and click on the “Submit” button.

Select Curriculum - Windows Internet Explorer

https://www.citiprogram.org/dev/enroll/selectgroups.asp?strKeyID=AF0D152B-5366-455D-BECC-8A2B3869FBCD-33257758eq=

CITI Course Enrollment Questions

1. **Protection of Human Research Subjects**

If you would like to enroll in the **Basic Course** for the **Protection of Human Research Subjects**, please select the item below.
Choose one answer

Basic Course – Human Subjects Research

2. If you have already completed the **Basic Course** for the **Protection of Human Research Subjects** and would like to enroll in the refresher course, please select the item below.
Choose one answer

Refresher Course – Human Subjects Research

3. **Responsible Conduct of Research**

If you would like to enroll in the **Responsible Conduct of Research Course (RCR)**, please select the group below appropriate to your research activities.
Choose all that apply

Biomedical Responsible Conduct of Research Course

Social and Behavioral Responsible Conduct of Research Course

Physical Science Responsible Conduct of Research Course

4. **Laboratory Animal Welfare**

If you are a member of the **Institutional Animal Care and Use Committee (IACUC)**,

start

Select Curriculum... CITI Tutorial Pa...

Internet 100%

2:04 PM

7. On this screen, just click the button “No”.

CITI Collaborative Institutional Training Initiative

Home

Select your institution or organization

You have registered with the following institution(s):

- ▶ Eastern Illinois University

At this point you can register with another institution. This could be very useful if:

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check "Yes" to affiliate with another institution.

Check "No" to continue with your current selection.

Yes **No**

Done Internet 100% 2:10 PM

8. You are now ready to begin the course by clicking on the “Enter” link.

CITI Collaborative Institutional Training Initiative

Resources Main Menu | Select Language | Logoff

Main Menu

- This is the email address we have for you: casiddens@eiu.edu. If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution’s coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [CME/CEU credits](#)

Eastern Illinois University (ID: 1059) [View Eastern Illinois University instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	Voluntary Satisfaction Survey
Responsible Conduct of Research	Not Started - Enter	Not Earned	Not Available

[Add a course or update your learner groups for Eastern Illinois University](#)

Eastern Illinois University Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information](#) for Eastern Illinois University
- [Previous Coursework Completed](#)
- [Remove my affiliation](#) from Eastern Illinois University

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Windows taskbar: start, CITI Main Menu, CITI Tutorial Pa... | Internet | 100% | 2:11 PM

9. You will see required module associated with the course you are taking. Complete the module “The Integrity Assurance Statement”. Then click on the next module name to enter the first module.

Gradebook - Windows Internet Explorer

https://www.citiprogram.org/dev/members/learners/gradebook.asp?strKeyID=29BD9ECC-73A6-411E-9EA5-F007295366B9-332!

Cheryl Siddens (ID: 1149388) Wednesday, January 28, 2009

CITI Collaborative Institutional Training Initiative

Resources Main Menu | Select Language | Logoff

Responsible Conduct of Research Gradebook

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
Social & Behavioral Research Misconduct (ID: 1495)		Incomplete

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start | Gradebook - Wi... | CITI Tutorial Pa... | Internet | 100% | 2:12 PM

10. After completing the module in the course, you will be taken to the Main Menu where you can begin to print a course completion certificate by clicking on the “[Print](#)” link associated with the course.

Note: You will not be able to print a course completion report unless you have passed the course with an aggregate score of at least 75%.

If you do not obtain this minimum score, you may review the module and repeat the quiz.

CITI Main Menu - Windows Internet Explorer

https://www.citi-program.org/dev/members/mainmenu.asp?strKeyID=0FAA94C0-D64F-43A1-B144-957C83B93329-3325775

Cheryl Siddens (ID: 1149388) Wednesday, January 28, 2009

CITI Collaborative Institutional Training Initiative

[Resources](#) [Main Menu](#) | [Select Language](#) | [Logoff](#)

Main Menu

- This is the email address we have for you: casiddens@eiu.edu. If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [CME/CEU credits](#)

Eastern Illinois University (ID: 1059) [View Eastern Illinois University instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	Voluntary Satisfaction Survey
Responsible Conduct of Research	Passed - 01/28/09	Print	Please Complete Now

[Add a course or update your learner groups for Eastern Illinois University](#)

Eastern Illinois University Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information](#) for Eastern Illinois University
- [Previous Coursework Completed](#)
- [Remove my affiliation](#) from Eastern Illinois University

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start | CITI Main Menu ... | CITI Tutorial Pa... | Internet | 90% | 3:13 PM

11. On the Course Completion History screen, click on the link, **“Print Completion Report”** to bring up a copy of the course completion certificate. Print the curriculum completion report. You can now return to the Main Menu via the **“Main Menu”** link in the upper right hand corner, or you can **“Logoff”**. You can log back into the CITI Program at any time to print a completion report.

Cheryl Siddens (ID: 1149388) Wednesday, January 28, 2009

CITI Collaborative Institutional Training Initiative

Resources [Main Menu](#) | [Select Language](#) | [Logoff](#)

Course Completion History

Institution: Eastern Illinois University

Responsible Conduct of Research Curriculum (ID: 22873)

Social and Behavioral Responsible Conduct of Research Course 1.

Stage	Ref #	Start Date	Required Modules	Elective Modules	Completion Date	Expiration Date	Modules Completed	Print Completion Report
1. RCR SBR	2482838	01/28/09	Completed	None Required	01/28/09		Modules Completed	Print Completion Report

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