

CITI RESPONSIBLE CONDUCT OF RESEARCHERS (RCR) COURSE CERTIFICATION INSTRUCTIONS

1. Go to CITI website www.citiprogram.org
2. Click "Register" if you have not previously logged on (i.e. created an account) to the CITI website.



3. STEP 1: Under Participating Institution, choose "University of Nebraska Medical Center (UNMC/UNO)". Click "Continue to Step 2" at the bottom on the screen.

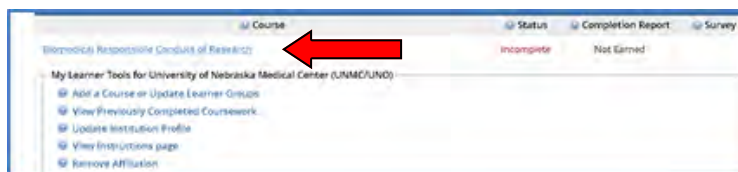


4. STEPS 2-4: Create a profile by filling in personal information and creating a username and password.
5. STEP 5: Respond to the questions regarding CEUs and survey participation. Click "Continue to Step 6".
*NOTE: If you would like to receive CEUs for completing the CITI course, there will be an **additional cost** to you that UNMC/TNMC/CH&MC/UNO does NOT cover.*
6. STEP 6: Complete the profile information *NOTE: * indicates a required field.* Click "Continue to Step 7".
7. STEP 7: Chose "Responsible Conduct of Researchers". *NOTE: DO NOT complete the Human Subjects Research or Good Clinical Practice course unless you have been given specific instruction to do so.*
8. The next screen will ask if you want to affiliate with another institution. You can add affiliations in the future if needed, but do not add others at this time. Click "Finalize Registration".

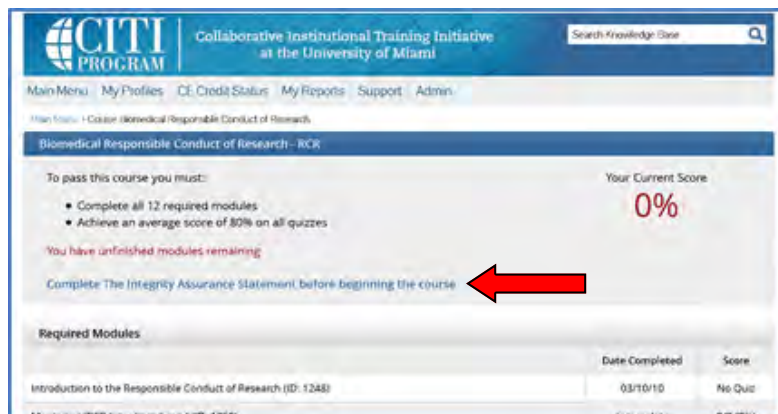
9. The next screen will ask if you want to affiliate with another institution. You can add affiliations in the future if needed, but do not add others at this time. Click *"Finalize Registration"*.
10. CITI will send you an email to activate your account from *"citiprogram-noreply@med.miami.edu"*. Click the link in the email to complete the registration process. Click *"HERE"* to log in and begin the course.



11. Sign in using the username and password that you created.
12. You are now at the Main Menu and ready to begin taking the modules. To begin, click the course name.



13. Complete the *"Integrity Assurance Statement"* by clicking the statement before beginning the course.



14. Complete each module by first clicking the name of the module, then reading the information and taking the quiz. You are able to retake the quiz by clicking *"View this Module again"* at the bottom of the quiz review page. You must have a cumulative score of 80% to pass the course.