

Instructions for Accessing the CITI Training Program

- 1) Go to: www.citiprogram.org
- 2) Register as a New User. You will be presented with a series of questions to enable you to enroll in the appropriate Learner Group. Please be sure to select Plymouth State University as your Institution and enter your PSU e-mail address as your primary e-mail address (you will be given the option to enter a secondary e-mail address, as well).
- 3) Fill out the brief registration form that includes: title/role; department and e-mail.
- 4) The next page is the Main Menu. This page lists the courses you may choose. The Main Menu also provides a number of Course Utilities designed to help you. You may "Add a course or update your learner groups".
- 5) Locate the appropriate course that you are seeking to complete: Question #3 is Responsible Conduct of Research (RCR) and Question #4 is Conflicts of Interest (COI). The red link (Enter or Re-Enter) will permit you to Begin/Continue the Course.
- 6) Please complete the Integrity Assurance module presented at the top. The system will allow you to start taking the courses after completing it.
- 7) Complete the required modules and associated quizzes. The RCR Course will require approximately 1-2 hours to complete and the COI Course will require approximately 40 minutes to complete. You can use multiple log-on sessions as the module does not need to be completed in one session.
- 8) In order to complete the course, a minimum "passing" aggregate score of 80% for the quizzes has been set by PSU. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct.
- 9) When you complete all Required Modules in your curriculum, you will be shown a link to "Optional Modules" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
- 10) When you complete all required modules successfully, you may print your completion report through the link: "Print" in the Learner's menu. Print or download a Course Completion Report as evidence that you have met the institutional requirements. A copy of the Course Completion Report will be sent automatically to the Office of Sponsored Programs. You may return to the course site in the future to obtain a copy of the completion report.
- 11) Submit a voluntary, anonymous user satisfaction survey.
- 12) Select "Logoff" from the menu bar on the Main Menu page when you wish to exit the training.
- 13) Any technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970. PSU-specific training questions can be addressed to the Office of Sponsored Programs.

Thank you!