CITI PROGRAM <u>NEW</u> REGISTRATION INSTRUCTIONS

Create Your CITI Program Account

- Skip this step if you are a CITI registered user, go to <u>SELECT COURSES</u>.
- If you are a registered user and do not know your username or password please DO NOT CREATE A SECOND CITI ACCOUNT. Visit <u>CITI LOGIN</u> and select "Forgot?"

student		Forgot?	•
Password		Forgot?	
	Log In		

If you are not a registered user visit the <u>CITI website</u>: select REGISTER



English -

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

- Choose "Register" and Type "Davis" or "University of California, Davis" to "Select Your Organization Affiliation."
- Read the Terms of Service and Privacy Policy and select AGREE if you agree to the terms.



Click on "Create CITI Program Account"

• Type your personal information, (please use your UC Davis email) and continue to step 3.

* Last Name	
Doe	
* Verify email address	
jdoe@ucdavis.edu	
mail address, if you have one, in case messages are blocked or you lose the ab ur username or password, you can recover that information using either emai Verify secondary email address	lity to I
idoe@gmail.com	
eve	* Last Name Doe * Verify email address jdoe@ucdavis.edu email address, if you have one, in case messages are blocked or you lose the abi your username or password, you can recover that information using either email Verify secondary email address

• Create your Username and Password. **NOTE:** UC Davis does not track passwords.

CITI - Learner Registration - University of California, Davis	
Steps: 1 2 2 4	
Create your Username and Password	
* indicates a required field.	
Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.	
* User Name	
jdoe	
Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12834CD" is not the same as "a12b34cd".	
Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.	
What's your pet's name?	
* Security Answer	
Good Boy	
Continue To Step 4	

• Select your country of residence

(**NOTE:** ORCID ID is NOT required for CITI registration. If you do not have an ORCID ID leave that step blank. ORCID provides a persistent digital identifier (an **ORCID iD**) that you own and control. Visit <u>ORCID</u> for more information)

• (If you say yes and allow CITI to contact you, you may receive marketing emails.) Select Finalize Registration.

	2 3 4
* indicates a	required field.
Would you	like to connect your ORCID® iD to your CITI Program account? 🌚
D Conr	ect your ORCID ID
* Country	of Residence
Search for abbreviat	country: Enter full or partial name (e.g., "United States") OR your country's two or three character on (e.g., "US", "USA"), then pick from the list of choices provided.
United S	tates
* May we o Program c	contact you to provide information about other courses and services after you complete your (oursework? 🏾
• Yes	

- Next you are asked about your CE credit status. CE Credit is not relevant to RCR courses.
- For RCR course registration please select NO. (If you select yes you will be asked to pay for the course)

ft is p	pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their
Aitut	ions training requirements.
i crea	fits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1
edits	for re-certification are available for most CITI courses – please see "Course List" link under the "CE Credits" tab on login
ige fo	or details.
ease	register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits
u wis	is to earn at bottom of page. Please read texts entered for each option carefully.
	YES At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

• Affiliate with & select your role at UC Davis.

• Read the Terms of Service and if you agree, please select AGREE.

Affiliate with an Institution	n
Home > Profiles > Affiliate with an Institution	
To find your organization, enter its name in the box below, then pick from the list of choices provided. 👔	
University of California, Davis	
I AGREE to the <u>Terms of Service</u> for accessing CITI Program materials.	

- Congratulations, you are now REGISTERED with CITI.
- Next you will select your RCR Learner Group and Courses

SELECT RCR LEARNER GROUP

If you are registered with CITI you will need to select your RCR Learner Group.

• Go to the top of the page and select **My Courses**, under Institutional Courses, you should see University of California, Davis and a blue box that says View Courses.



- Select the View Courses box.
- You should now see a drop down list for University of California, Davis. Please select the Institutional List.
- NOTE: If you see your name and a Welcome at the top of the page you are in the right place.

Institutional Cour	ses
Institutional Courses are available to learners who have	an affiliation with one or
more subscribing institutions. If an institution with whic	h you are affiliated is not
listed, you may want to add an affiliation. If you are no	longer associated with a liste
institution, you may want to remove an affiliation.	
University of California, Davis	View Courses
University of California, Davis Would you like to affiliate with another institution?	View Courses Add Affiliation

- Scroll down and you see Active Courses, Courses Ready to Begin and Courses Completed. In several locations on the page, there is a link titled Learner Tools, you may see it on the right of the page, or you may scroll to the bottom of the page and after courses completed there is a box titled Learner Tools for University of California, Davis.
- From the Learner Tools box select the **Add a Course** and you will be taken to the Select Curriculum page.



Select Curriculum

- You will see three check boxes. Carefully read each selection and check the box that applies to the RCR which reads:
 - I need to enroll in required Responsible Conduct of Research (RCR) training. This RCR course is one of two requirements to complete the UC Davis RCR Certificate program and satisfies federal regulations that require RCR training as a part of grant and contracts terms and conditions. For complete RCR requirements visit: UCD RCR
- Select Submit.

Access Modules

Select **My Courses** at the top of the page.

- You should now see the RCR modules. (You are required to complete the modules listed below:
- Required Modules:
 - Introduction to RCR (RCR-Basic) ID: 17009
 - Authorship (RCR-Basic) ID: 16597
 - Collaborative Research (RCR-Basic) ID: 16598
 - Communicating with the Public ID: 19270
 - Conflicts of Interest and Commitment (RCR-Basic) ID: 16599*
 - Data Management (RCR-Basic) ID: 20896
 - Environmental and Social Dimensions of Engineering Research ID: 12835 (*Research Engineers Only*)
 - Financial Responsibility ID: 16601
 - Mentoring and Healthy Research Environments (RCR-Basic) ID: 20983
 - Peer Review (RCR-Basic) ID: 16603
 - Plagiarism (RCR-Basic) ID: 15156
 - Presentation of Research Findings ID: 19355
 - Reproducibility of Research Results ID: 17756
 - Research Involving Human Subjects (RCR-Basic) ID: 13566*
 - Research Misconduct (RCR-Basic) ID: 16604
 - Research, Ethics, and Society ID: 15198
 - Using Animal Subjects in Research (RCR-Basic) ID: 13301*

Questions

Questions should be addressed the Office of Research Ethics and Compliance Office Compliance Coordinator, Elizabeth "Liz" Chase at <u>eschase@ucdavis.edu</u> **NOTE:** CITI RCR Training does not address the requirements for IRB, IACUC or any other training requirements.