Register for a CITI account

Click on the link below to register: https://www.citiprogram.org/index.cfm?pageID=154&icat=0&clear=1

1. In the Select Your Organization Affiliation type in: University of San Diego Click on Continue to Step 2

2. Fill in your personal information; be sure to use your USD email address! Click Continue to Step 3

3. Create your username and password and establish your security question. Click Continue to Step 4

4. Complete the gender, race and ethnicity questions. Click Continue to Step 5

5. Complete the CEU credit question (No) and survey question. Click Continue to Step 6

6. Answer the USD questions. Department? Select the department in which your mentor works? Role in Research? Select Student Researcher – Undergraduate. Click Continue to Step 7

7. Select your curriculum (6 questions).

ENROLLING IN A COURSE



The "**Add a Course or Update Learner Groups**" link allows you to go to the enrollment questions and change your "**Learner Group**" by providing new responses to the enrollment questions.

-	University of San Diego			
View Previously	Completed Coursework	ļ		
Opdate Institution	n Profile			
Wiew Instructions	page			
Remove Affiliation	n			

You will be presented with a series of questions or options to enable you to enroll in the Learner Group appropriate to your interests or your role in Human Subject Research / Lab-Animal Welfare or other curriculum as decided by your institution. The course(s) you are enrolled in depends on your answers to the "Select Curriculum" questions.

RESPONSIBLE CONDUCT OF RESEARCH (RCR) **Question1**: Select Responsible Conduct of Research (RCR) Course

DEPENDING ON YOUR RESEARCH, YOU WILL SELECT EITHER: BIOMEDICAL SCIENCES OR PHYSICAL SCIENCES (DO NOT SELECT HUMANITIES OR SOCIAL SCIENCES)

THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) **Question 2: SKIP**, unless you will be directly working with animals Your mentor will let you know if you need to take this

HUMAN SUBJECT RESEARCH

Question 3: SKIP, unless you will be directly working with humans Your mentor will let you know if you need to take this

GOOD CLINICAL PRACTICE (GCP) Question 4: SKIP

HEALTH INFORMATION PRIVACY AND SECURITY (HIPS) Question 5: SKIP

CONFLICTS OF INTEREST COURSE Question 6: SKIP

Click Complete Registration.

8. Click finalize registration

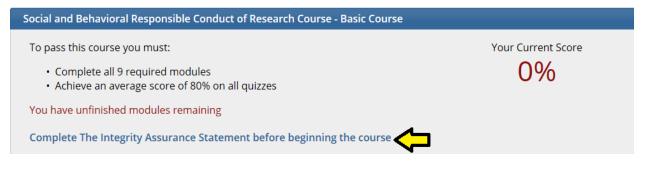
9. Click Main Menu and expand University of San Diego Courses, to find the courses you enrolled in. Click on the course title to begin your training.

For example, if you have chosen to take the "Social and Behavioral Responsible Conduct of Research"

Main Menu

 University of San Diego Courses 							
🛞 Course	😣 Status	Completion Report	😡 Survey				
Social and Behavioral Responsible Conduct of Research Course	Not Started	Not Earned					
My Learner Tools for University of San Diego							
Ø Add a Course or Update Learner Groups							
Wiew Previously Completed Coursework							
Opdate Institution Profile							
View Instructions page							
When instructions page							

10. Click on the course title and then **complete the Integrity Assurance Statement** presented at the top. The system will allow you to start taking the course modules after completing the statement.



- A. Complete the required modules and associated quizzes.
- B. Complete the required number of elective modules and associated quizzes.
- C. When you complete all required modules in your curriculum and any necessary elective modules, you will be shown a list of optional modules. You may return to the course site at a future time to review these modules. Please be aware that optional modules do **not** count towards a completion report.

11 When you complete all required modules successfully, you may print your completion report through the *Print Report* from your Main Menu or your *Previously Completed Coursework* page. Send a copy of your certificate to ugresearch@sandiego.edu.

le Course	😣 Status	Completion Report	😣 Survey
Social and Behavioral Responsible Conduct of Research Course	Passed 09/18/2012	Print Report	Completed
My Learner Tools for University of San Diego		<u> </u>	
Add a Course or Update Learner Groups			
Wiew Previously Completed Coursework			
Opdate Institution Profile			
 Update Institution Profile View Instructions page 			