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. Visiting researchers (non-USD students), may use their personal 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.

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 ONE (ask your research mentor):
SOCIAL AND BEHAVIORAL (PSYCHOLOGICAL SCIENCES, SOCIOLOGY, OTHERS)
HUMANITIES (LANGUAGES, LITERATURE, ARTS, OTHERS)
BIOSCIENCES (BIOLOGY, BIOCHEMISTRY, BIOPHYSICS, MARINE SCIENCES, BIOENGINEERING, OTHERS)
PHYSICAL SCIENCES (CHEMISTRY, PHYSICS, MATH, ENGINEERING, OTHERS)

THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)
Question 2: SKIP, <u>unless</u> you will be directly working with animals (ask your research mentor)

HUMAN SUBJECT RESEARCH (IRB)
Question 3: SKIP, <u>unless</u> you will be directly working with humans/people (ask your research mentor)

GOOD CLINICAL PRACTICE (GCP)
Question 4: SKIP

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

CONFLICTS OF INTEREST COURSE
Question 6: SKIP

Select Complete Registration.

8. **Select** Finalize Registration

9. **Select** 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

✅ Your request has been successfully submitted.

▾ University of San Diego Courses			
❷ Course	❷ Status	❷ Completion Report	❷ Survey
Social and Behavioral Responsible Conduct of Research Course	Not Started	Not Earned	

My Learner Tools for University of San Diego
- ❷ Add a Course or Update Learner Groups
- ❷ View Previously Completed Coursework
- ❷ Update Institution Profile
- ❷ View Instructions page
- ❷ Remove Affiliation

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.

Social and Behavioral Responsible Conduct of Research Course - Basic Course

To pass this course you must: Your Current Score

- Complete all 9 required modules   0%
- Achieve an average score of 80% on all quizzes

You have unfinished modules remaining

Complete The Integrity Assurance Statement before beginning the course ⬅

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, **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 or **UPLOAD** on the Research scholar registration portal.

▾ University of San Diego Courses			
❷ Course	❷ Status	❷ Completion Report	❷ Survey
Social and Behavioral Responsible Conduct of Research Course	Passed 09/18/2012	Print Report	Completed

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