HOW TO REGISTER FOR THE CITI PROGRAM RESPONSIBLE CONDUCT OF RESEARCH (RCR) COURSE

STEP 1: Go to https://www.citiprogram.org/?pageID=668

- The above link should take you directly to the “Log In Through My Institution” page.

ORGANIZATIONS

LOG IN

LOG IN THROUGH MY INSTITUTION

REGISTER

Organizations listed here use “Single Sign On” (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

Click on the organization name for SSO login instructions.

- If you are NOT taken directly to the “Log In Through My Institution” page, you may navigate to it with the following steps:
  o Go to https://about.citiprogram.org/en/homepage/
  o Click the “Log In” button in the upper right hand corner of the screen.
  o Click the “Log In Through My Institution” link in the middle of the screen.

STEP 2: You will see a list of organizations and universities listed alphabetically. Scroll down and click on “North Carolina State University”.

STEP 3: As of November 2018, NC State has established Single Sign-On (SSO) functionality with CITI. Therefore, if you are NOT logged in to Shibboleth with your Unity ID and password upon clicking the aforementioned “North Carolina State University” link, Shibboleth will ask you to enter your Unity ID and password. You will see the same Shibboleth screen you see when you log in to services such as MyPack Portal (See screenshot below).
STEP 4: If this is your FIRST TIME accessing the CITI Program via Single Sign-On (SSO), you will see a screen that asks you to “Associate your SSO account with a CITI Program account”. If you do NOT see this screen, proceed to Step 5 below.

- **NOTE:** You will only have to provide your CITI Program username and password ONCE, as this step will link your previously created CITI Program log in credentials to your NC State Unity ID. After this step is complete, when you log in to the CITI Program via the [NC State Single Sign-On link](#), your Unity ID and password will suffice, meaning you will no longer need to recall and enter your CITI Program username and password to access CITI. This eliminates the need for you to keep track of two sets of login credentials. Additionally, moving forward, if you are already logged in to Shibboleth when you access the CITI Program’s website via Single Sign-On, you will be taken directly to your CITI Program home page without having to re-enter your log in credentials.
  - If you know your CITI Program username and password, enter them in their respective fields and click the “Log In” button.
If you have forgotten your CITI Program username and/or password, CITI will provide you with the option to retrieve that information. Alternatively, the RCR Administrators have the ability to look up your CITI Program username and/or send you a link to reset your CITI Program password upon request; Simply send an email to rcr-administrator@ncsu.edu. Once you have retrieved your CITI Program log in credentials, follow Steps 1-4 of this document again.

If you have never accessed the CITI Program before and have never created a CITI Program account, choose the option “I don’t have a CITI Program account and I need to create one”.

- The CITI Program will automatically create a CITI Program username and ID for you and link it to your Unity ID. It will email this information to your NC State email address for your records.

**STEP 5:** Once you are logged in to CITI with Single Sign-On as detailed above, you may add yourself to the RCR course.

- Near the top of your CITI Program home page, you should see a heading that says “Institutional Courses”, with an “North Carolina State University” listed under it. Click on the “View Courses” button next to “North Carolina State University”.
- Scroll down on the next page until you see “Learner Tools for North Carolina State University”, and click on the “Add a Course” link.
• **DISREGARD** the “View instructions page” link at the top. This is an old link to instructions about how to sign up for an IRB course. It is not relevant to those who are signing up for the RCR course.

• Reply **“Students conducting no more than minimal risk research”** in response to Question 1, which states, “If this is your first time taking a CITI course at North Carolina State University, choose one learner group based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.”
  
  o **IMPORTANT NOTE:** One of the other options here may sound like it better describes your work, but if you select one of the other options, the system will enroll you in a Human Subjects Research course in addition to the RCR course.

---

### Question 1

If this is your first time taking a CITI course at North Carolina State University, choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

- Research with data or laboratory specimens- ONLY: No direct contact with human subjects.

- **Students conducting no more than minimal risk research**

- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
• Reply “Not at this time” in response to Question 2, which states, “Please make your selection below to receive the CITI US Export Control Regulations course.”

**Question 2**

Please make your selection below to receive the CITI US Export Control Regulations course.

- [ ] CITI Export Controls
- [x] Not at this time.

• Reply “CITI Responsible Conduct of Research (NC State University)” in response to Question 3, which states, “Please make your selection below to receive the courses in the Responsible Conduct of Research.”

**Question 3**

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- [x] Citi Responsible Conduct of Research (NC State University)
- [ ] Not at this time.

• **Disregard** Question 4, which states, “Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials course.” Leave the checkbox next to Institutional/Signatory Officials” unchecked.

• Reply “No” in response to Question 5, which states, “Would you like to take the Conflicts of Interest course?”

**Question 5**

Conflicts of Interest (COI)

Would you like to take the Conflicts of Interest course?

- [ ] Yes
- [x] No
• Click the “Submit” button.
• The message, “You are now enrolled in the course(s) you selected.” should appear at the top of the page. If you scroll down, you should see the “CITI Responsible Conduct of Research (NC State University)” course available for selection in your “Courses Ready to Begin”.
• Please confirm that you enrolled yourself in the “CITI Responsible Conduct of Research (NC State University)” course and NOT another course. The “CITI Responsible Conduct of Research (NC State University)” course is the course you must complete in order to meet your RCR training requirement.
• You may navigate back to the list of your available courses at any time by clicking the “Courses” button at the very top of the page.

IMPORTANT INFO

• After following the steps above, Single Sign-On (SSO) should be active. When you log out of CITI thereafter, you MUST use the NC State SSO link to log back in to CITI again (If that direct link does not work for you, you may navigate to the NC State SSO link from the CITI Program home page at citiprogram.org by clicking “Log In”, then clicking “Log In Through My Institution”, and finally scrolling down and clicking “North Carolina State University” in the alphabetical list of organizations). If you do NOT use the NC State Single Sign-On link when you log in again, the system will not recognize you.

• As aforementioned, please make sure that you enrolled in the “CITI Responsible Conduct of Research (NC State University)” course and NOT another course. Other CITI courses, such as the Social/Behavioral Research course, are NOT acceptable substitutions for the RCR course.
  o NOTE: The Social/Behavioral Research course is not the same course as the RCR course, and the modules are not equivalent. Completion of the Social/Behavioral Research course or any other CITI course will not be accepted in lieu of completing the RCR course. If you have completed the Social/Behavioral Research course in the past, you must still complete the Responsible Conduct of Research course now in order to meet your RCR training requirement.

• You must complete the Integrity Assurance Statement before you are able to access the modules. To pass the course you must complete all 8 required modules and achieve an average score of at least 80% on all quizzes.

• The CITI Program will inform the NC State RCR Administrators when you have passed all of the required modules. They will also provide you with a completion report and a completion certificate, which you may retain for your records.
• If you see a course or module entitled “Students – Class projects” listed in your Courses Ready to Begin, please disregard it. You do NOT need to complete this in order to complete the required RCR course. The only course that you are required to complete is the “CITI Responsible Conduct of Research (NC State) University” course.