

Getting Started with CITI
Responsible Conduct of Research Tutorial Instructions
Office of University Research Compliance ♦ 219 Cordell North ♦ 405-744-1676

Oklahoma State University subscribes to the Collaborative Institutional Training Initiative (CITI) as a component of our training efforts in the responsible conduct of research. The online training program titled *Responsible Conduct of Research* consists of several training courses from which you should choose the one most appropriate to your field or discipline. Refresher Courses are also available. Courses include instructional material, suggested readings, and short quizzes. You must earn a cumulative score of 80% to pass/complete a course. Quiz results are recorded and provided to you and to the Office of University Research Compliance. If you have never taken a course through CITI, please follow the instructions below to register as a new user.

- Open your internet browser and go to the CITI website <https://www.citiprogram.org/>
- Click on “Register,” which is located under “Create an Account.”
- Step 1: Select Oklahoma State University by clicking on the “Participating Institutions” drop down box. Do not select Oklahoma State University Center for Health Sciences. Do not enter anything in the other drop down box fields in Item 1.
- Click on “Continue to Step 2” found at the bottom of the page.
- Complete Steps 2-6 as directed. Fields marked with an asterisk (*) are required.
- Step 7: Skip Question 1, Question 2, and Question 3. Scroll down to Question 4 “Responsible Conduct of Research” (RCR).
- Select the course most appropriate to your field or discipline.
- Skip Question 5, as this pertains to RCR refresher courses only.
- Skip Question 6 unless you need to take a course in Conflict of Interest (COI).
- Click on “Complete Registration.”
- Affiliate with another institution if this pertains to you. This is not applicable to most of us.
- Click on “Finalize Registration.”

The final webpage you see explains that you will receive a confirmation email message from CITI with information about how to activate your registration. Before you can use your new CITI account, you will need to open the email message that CITI sends you and click on the activation link. Once you have successfully completed this step, you may return to the CITI website at <https://www.citiprogram.org/>, enter your Username and Password and click “Log In.”

After logging in you will see the CITI Main Menu. Click on “Oklahoma State University Courses.” You will see a list of the courses in which you are enrolled. If any of the courses you need to complete are not listed, simply click on “Add a Course or Update Learner Groups” within “My Learner Tools.” A new webpage will open that allows you to select additional courses. Once you have made your selection(s), click on “Submit.” You will then be returned to a webpage that will contain the updated list of the courses you have chosen.

To take a course, click on the course name, which is a hyperlink. Complete the required modules and any associated quizzes. You do not have to complete all of an individual course in one sitting. You can exit the website and return another time to complete unfinished modules. Once a course is completed, print the completion report and keep a copy for your records. CITI will automatically notify the Office of University Research Compliance of your completion results (pass/fail).

If you have questions about this training or need additional information on how to register with CITI, please contact the Office of University Research Compliance at 405-744-1676.