

CITI User Registration for RCR Training

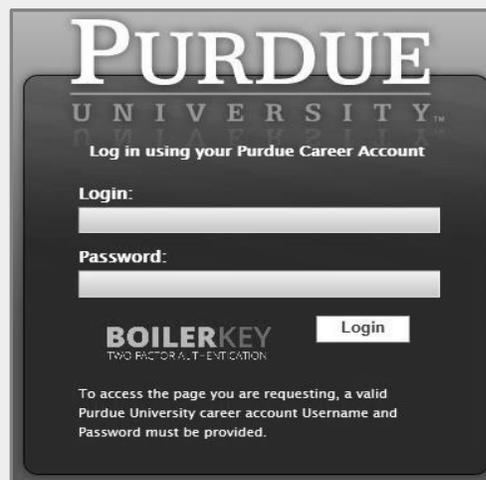
1. Visit www.citiprogram.org
2. From the Home Page, click on the “Log In” button.



3. Select “Log In Through My Institution”. From the Organization List, choose Purdue University and Log in with your Purdue Career Account credentials.



4. The following page will appear. Use your Purdue Career Account User name and Purdue BoilerKey Two-factor authentication passcode to log in.



For information regarding authentication using the Purdue BoilerKey, please visit: <https://www.purdue.edu/securepurdue/iamoServices/BoilerKeyGettingStarted.html>

If you are an existing CITI Program user and your CITI Program account is already associated to your Purdue Career Account, you are all set and can skip to Step 6 to enroll in, or view/review available CITI Program courses.

5. If you are a) a new CITI Program User, or b) have not yet linked your CITI Program account to your Purdue Career account, please follow the steps below.

a) New CITI Program Users: Choose “I don’t have a CITI Program account and need to create one” (see screenshot at the bottom of the page).

b) Existing CITI Program Users without an already associated Purdue Career Account: Choose “I already have a CITI Program Account”. To complete the synchronization with the CITI account, enter your CITI login information.

The system will synchronize your CITI Program account with your Purdue account and retrieve existing training data (if any). You are now ready to enroll in, complete, or transfer* your training.

6. Enroll in and complete required RCR training courses

To enroll in, or view CITI Program courses, click on the small arrow by the “Purdue University Courses”. To add new courses, click on “View Courses” for Purdue University.

a) The following page will appear. Click on “ Add a course”

Show Courses for: ▼

Purdue University

Active Courses [Learner Tools](#)

Courses Ready to Begin [Learner Tools](#)

You have no courses ready to begin for this Institution.

Completed Courses [Learner Tools](#)

Learner Tools for Purdue University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

b) Under Select Curriculum choose:

Q2 for Responsible Conduct of Research (RCR).

Choose the appropriate option and then click on the submit button.

- If you are a Purdue faculty member, staff, graduate student, or postdoctoral researcher, choose: **“Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course”**.

- If you are an undergraduate researcher, choose: **“RCR for Undergraduate Students”**.

You are now enrolled in the CITI RCR Course.

This course is freely available for Purdue University employees and students.

Question 2

CITI Responsible Conduct of Research (RCR)

Select a Learner Group for the CITI Responsible Conduct of Research (RCR) Course.
Choose all that apply

This course is for investigators, staff and students with an interest or focus in **Responsible Conduct of Research Training - Faculty, Postdoctoral, and Graduate Course**. This course contains text, embedded case studies AND quizzes.

This course is for investigators, staff and students with an interest or focus in **RCR for Undergraduate Students**. This course contains text, embedded case studies AND quizzes.

c) To complete the training,

- Go to the appropriate Course on “Courses Ready to Begin Tab” and Click on “Start Now”.
- Complete all the required modules.

d) Once you have completed the required modules, go to the Courses under ‘Completed Courses’ tab, click on “View- Print-Share Record”.

Completed Courses [Learner Tools](#)

Purdue University
RCR for Undergraduate Students
Stage 1 - RCR

Passed 21-Jun-2018

[Review Course](#) [View - Print - Share Record](#)

e) The following page will appear. Links to completion report and completion certificate are provided in this page.

Alternatively, you can click on the “Records” tab to view/print your completion record and certificate.

CITI PROGRAM Courses Records CEUs Support Admin

Welcome,

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

Courses Completed Year of Membership

Purdue University
ID 452

RCR for Undergraduate Students

Stage	Completion Date	Expiration Date	Record ID
1 - RCR	21-Jun-2018	20-Jun-2023	24431142

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#) [Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#)

f) **Save/Print the completion report. Share a copy with your supervisor, PI, or graduate coordinator. Send a copy to RCRTraining@purdue.edu.**

The following courses do not count towards completion of the RCR training requirement. However, researchers may need to take these courses when required by a regulatory committee for a research protocol or if the research projects are subject to export control regulations.

7. Human Subjects Research-Initial (Basic) Training: Select Q1.

Home > Add a Course

Select Curriculum - Purdue University (ID: 452)

* indicates a required field.

[View instructions page](#)

Question 1

Human Subjects Research - Initial (Basic) Training

Select the group appropriate to your research activities.

Human Subjects Research Training
Choose all that apply

- Biomedical Research Investigators and Key Personnel
- Social Behavioral Research Investigators and Key Personnel

Human Subjects Research Courses DO NOT count toward the RCR requirement. Skip this question if you need to complete only RCR training.

8. Laboratory Animals Research: Select Q3

Question 3

Laboratory Animal Research

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

9. Animal Biosafety/ Biosecurity Course: Select Q4

Question 4

Animal Biosafety/Biosecurity Course

Choose one answer

- Animal Biosafety
- Not at this time.

10. Institutional Biosafety Training: Select Q5

Question 5

Institutional Biosafety Training

Please make your selection below according to your role. You will be enrolled in the Biosafety course accordingly.
Choose all that apply

- Principal Investigators and Laboratory Personnel
- IBC Members
- NIH rDNA Training Only

11. Export Controls: Select Q6

Question 6

Export Controls

Please make your selection below to enroll into the Export Compliance course.
Choose one answer

- Export Controls - Initial Training
- Export Controls - Refresher
- Export Controls - OFAC Sanctions Training Only
- Export Control for Research Administrators
- Not at this time.

12. Spanish Courses: Select Q7

Question 7

Spanish Courses

Choose the appropriate Spanish course specific according to your research interests.
Choose all that apply

- Spanish Language Biomedical
- Good Clinical Practice Course Spanish
- Responsible Conduct of Research - Spanish
- Spanish Language Social & Behavioral
- Spanish Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course

13. Good Clinical Practice (GCP): Select Q8

Question 8

Good Clinical Practice (GCP)

Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.
Choose one answer

- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- GCP for Clinical Investigations of Devices
- GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
- GCP – Social and Behavioral Research Best Practices for Clinical Research
- Not at this time.

14. *Change Institutional Affiliation and/or Transfer course credit between Institutions

You can affiliate with multiple institutions, and/or transfer CITI RCR course credits between institutions by clicking on the suitable tab shown below.

Transferred credits for training completed at other Institutions may or may not match the required credits/modules for Purdue RCR training requirements. You may need to complete additional modules to get full credit for the training required by Purdue.

If you no longer wish to be associated with a listed institution, you may want to remove an affiliation by clicking on the suitable tab shown below.

The screenshot displays the CITI PROGRAM website interface. At the top, the logo for CITI PROGRAM is on the left, and navigation links for Courses, Records, CEUs, Support, and Admin are in the center. A search bar and a language dropdown menu (set to English) are on the right. Below the navigation bar, a dark grey banner contains a welcome message, links for 'Add Institutional Affiliation' and 'Register as Independent Learner', and two circular icons representing 'Courses Completed' and 'Year of Membership'. The main content area is titled 'Institutional Courses' and contains a paragraph explaining that institutional courses are available to learners with affiliations. It includes links for 'add an affiliation' and 'remove an affiliation'. Below this, a list of institutions is shown, with 'Purdue University' listed. To the right of the list are two buttons: 'View Courses' and 'Add An Affiliation'. The 'Add An Affiliation' button is highlighted with a grey arrow pointing to it from the right. Another grey arrow points to the 'add an affiliation' link in the text above.