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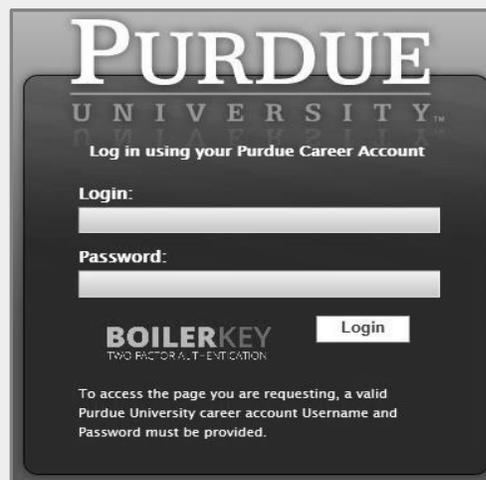
For information regarding authentication using the Purdue BoilerKey, please visit:
https://www.purdue.edu/securepurdue/iamoServices/BoilerKeyGettingStarted.html

If you are an existing CITI Program user and your CITI Program account is <u>already associated</u> 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) <u>a new CITI Program User,</u> or b) <u>have not yet linked your CITI Program account to your Purdue Career account</u>, please follow the steps below.**

   a) **<u>New CITI Program Users</u>: Choose "I don't have a CITI Program account and need to create one" (see screenshot at the bottom of the page).**

   b) **<u>Existing CITI Program Users without an already associated Purdue Career Account</u>: 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. **<u>Enroll in and complete required RCR training courses</u>**

   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"**

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.

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".**

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.

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.**

8. **Laboratory Animals Research: Select Q3**

9. **Animal Biosafety/ Biosecurity Course: Select Q4**

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.