

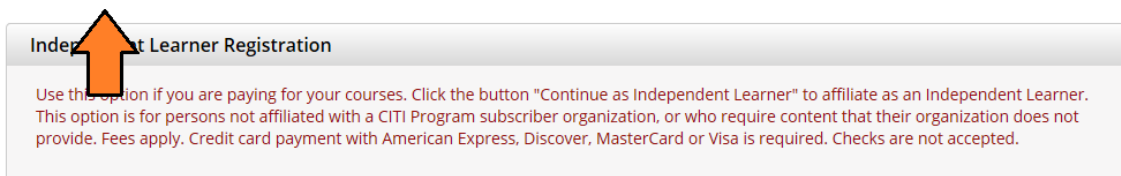
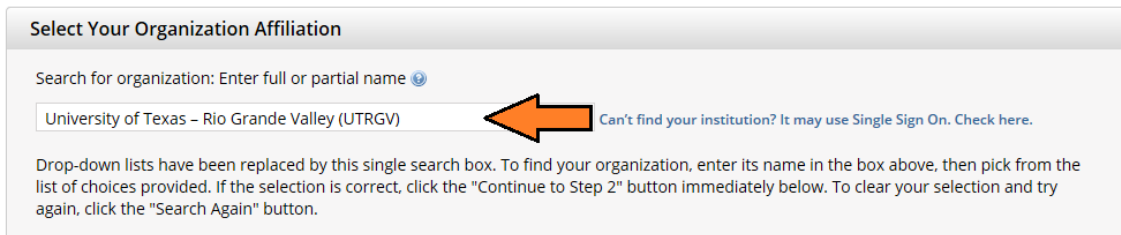
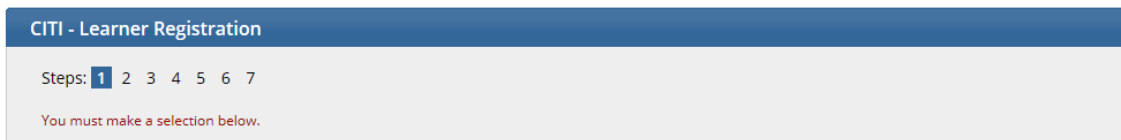
The University of Texas Rio Grande Valley CITI – Collaborative Institutional Training Initiative Log-In Instructions

Instructions for accessing the Responsible Conduct of Research (RCR) Course in CITI:

1. In order to access the RCR mandatory training in CITI, go to www.citiprogram.org.
2. To create an account, click on “Register”:



3. Complete the Seven Registration Steps:
 - Step 1: Select “University of Texas – Rio Grande Valley (UTRGV)” as your institution and click “Continue to Step 2”.



- Step 2: Enter your First Name, Last Name, Email Address, and Verify email address. Then click “Continue to Step 3”.
- Step 3: Create your “User Name”, “Password”, and “Verify Password”. Then choose a “Security Question” and provide a “Security Answer”. Then click “Continue to Step 4”.

CITI - Learner Registration

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive: "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive: "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Continue to Step 4

- Step 4: Select your “Gender”, “Ethnicity”, and “Race”. Then click on “Continue to Step 5”.
- Step 5: Indicate if interested in “CEU credits” and “Research Surveys”. Then click on “Continue to Step 6”.
- Step 6: Complete the required information (marked with an asterisk). Then click on “Continue to Step 7”.
- Step 7: Select “Responsible Conduct of Research” as the course and click “Next”.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

*** Please select the course you need to take today.**

Choose one answer

Basic Course, Human Subjects Protection

Responsible Conduct of Research

LabAnimal Welfare

Export Controls

Biosafety/Biosecurity

Next

- Indicate which RCR Course you wish to complete. Choose one answer and click “Next”.

The screenshot shows the CITI Learner Registration page. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below this is a search bar and a menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The page title is "CITI - Learner Registration" and it shows "Steps: 1 2 3 4 5 6 7", with step 7 highlighted. A red asterisk indicates a required field. A message states: "* If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below." Underneath, it says "Choose one answer" and lists four radio button options:

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course

 An orange arrow points to the second option. Below the options is a "Next" button, also indicated by an orange arrow.

4. Your registration with CITI - UTRGV is complete.

- Indicate whether you want to affiliate with another institution.
- Finalize registration.

The screenshot shows the CITI Learner Registration page after successful registration. The header is the same as in the previous screenshot. The main content area has a blue bar with the text "CITI - Learner Registration". Below this, a message reads: "Welcome to the CITI Program. Your registration with University of Texas – Rio Grande Valley (UTRGV) is complete." At the bottom of this message is a "Finalize registration" button, which is highlighted with a red arrow.

5. To start the training course, click on the title of the course.

The screenshot shows the CITI Learner Registration page with a list of courses. The header is the same. Below the header, there is a "Main Menu" section with a green checkmark and the text "Your registration has been completed successfully." Underneath, there is a section for "University of Texas - Rio Grande Valley (UTRGV) Courses". It contains a table with the following columns: Course, Status, Completion Report, and Survey. The first row in the table is:

Course	Status	Completion Report	Survey
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned	

 An orange arrow points to the "Course" column header. Below the table is a section titled "My Learner Tools for University of Texas - Rio Grande Valley (UTRGV)" with several links:

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

 At the bottom, there are two more links:

- Click here to affiliate with another institution
- Affiliate as an Independent Learner

6. You are now at the listing of required modules for the “XXX Responsible Conduct of Research Course 1. – Basic Course”.
- Most modules will have short quizzes at the end.
 - To pass this course you must complete all required modules with a combined score of 100% in order to print the Responsible Conduct of Research completion certificate. If you score poorly on any quizzes, you may retake them.
 - Your performance is stored in the CITI database, so you do not have to complete all modules in one sitting. You can log off and on again. When you log on, you will be directed to the “Main Menu”, simply click on the “Title of the Course” to begin or continue the course.
 - Please “Complete the Integrity Assurance Statement before beginning the course”. The system will allow you to start taking the course modules after completing it.


Social and Behavioral Responsible Conduct of Research Course 1. - Basic Course

To pass this course you must:

- Complete all 7 required modules
- Achieve an average score of at least 100% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Your Current Score: **0%**

[Complete The Integrity Assurance Statement before beginning the course](#) 

Required Modules		
	Date Completed	Score
Authorship (RCR-Basic) (ID: 16597)	Incomplete	0/0 (0%)
Collaborative Research (RCR-Basic) (ID: 16598)	Incomplete	0/0 (0%)
Conflicts of Interest (RCR-Basic) (ID: 16599)	Incomplete	0/0 (0%)
Data Management (RCR-Basic) (ID: 16600)	Incomplete	0/0 (0%)
Peer Review (RCR-Basic) (ID: 16603)	Incomplete	0/0 (0%)
Research Misconduct (RCR-Basic) (ID: 16604)	Incomplete	0/0 (0%)
University of Texas-Pan American Module (ID: 1105)	Incomplete	0/0 (0%)

7. When all required modules/quizzes have been completed, you will be able to print out the “Completion Report” from your Main Menu:

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Main Menu My Profiles CE Credit Status My Reports Support Admin

Main Menu

University of Texas – Rio Grande Valley (UTRGV) Courses

Course	Status	Completion Report	Survey
Social and Behavioral Responsible Conduct of Research Course 1.			

- You can also print it from your Previously Completed Coursework page listed under “My Learner Tools for UTRGV”:

My Learner Tools for University of Texas - Rio Grande Valley (UTRGV)

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu > Previously Completed Coursework

University of Texas - Rio Grande Valley (UTRGV) Reports

Responsible Conduct of Research

Social and Behavioral Responsible Conduct of Research Course 1.

Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
1 - Basic Course		100%	100%	05/15/2013	04/22/2014		View	View



- In case you would like to “Add a Course or Update Learner Groups”, go to “My Learner Tools for UTRGV”.

University of Texas - Rio Grande Valley (UTRGV) Courses

[Course](#)

Social and Behavioral Responsible Conduct of Research Course 1.

My Learner Tools for University of Texas - Rio Grande Valley (UTRGV)

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)



9. Make your selection and choose one answer. Then click “Next”:

CITI PROGRAM | Collaborative Institutional Training Initiative

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > Add Course/Update Learner Groups

Select Curriculum - University of Texas - Rio Grande Valley (UTRGV) (3237)

* indicates a required field.

* Please select the course you need to take today.
Choose one answer

- Basic Course, Human Subjects Protection
- Responsible Conduct of Research
- LabAnimal Welfare
- Export Controls
- Biosafety/Biosecurity

Next **Start Over**

If you have any questions feel free to contact:

Office of Research Compliance

Brownsville – BRHP 2.220

Phone: (956) 882-7743

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