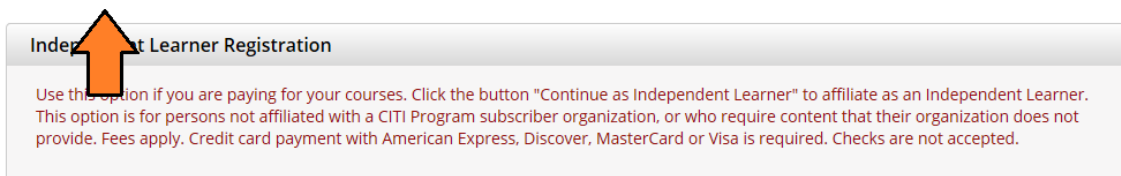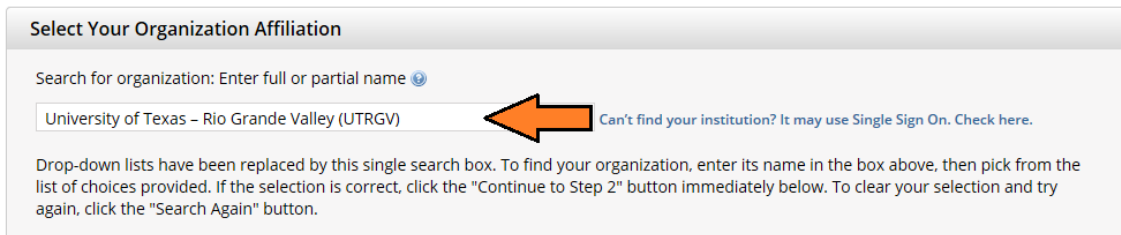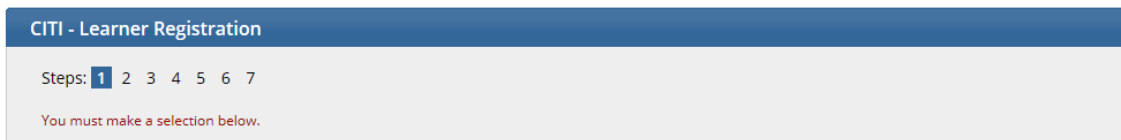# The University of Texas Rio Grande Valley
CITI – Collaborative Institutional Training Initiative
Log-In Instructions

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".

- 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".

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

4. Your registration with CITI - UTRGV is complete.
   - Indicate whether you want to affiliate with another institution.
   - Finalize registration.

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

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.

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

- 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

Search Knowledge Base 🔍

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	

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8. 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":

If you have any questions feel free to contact:

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