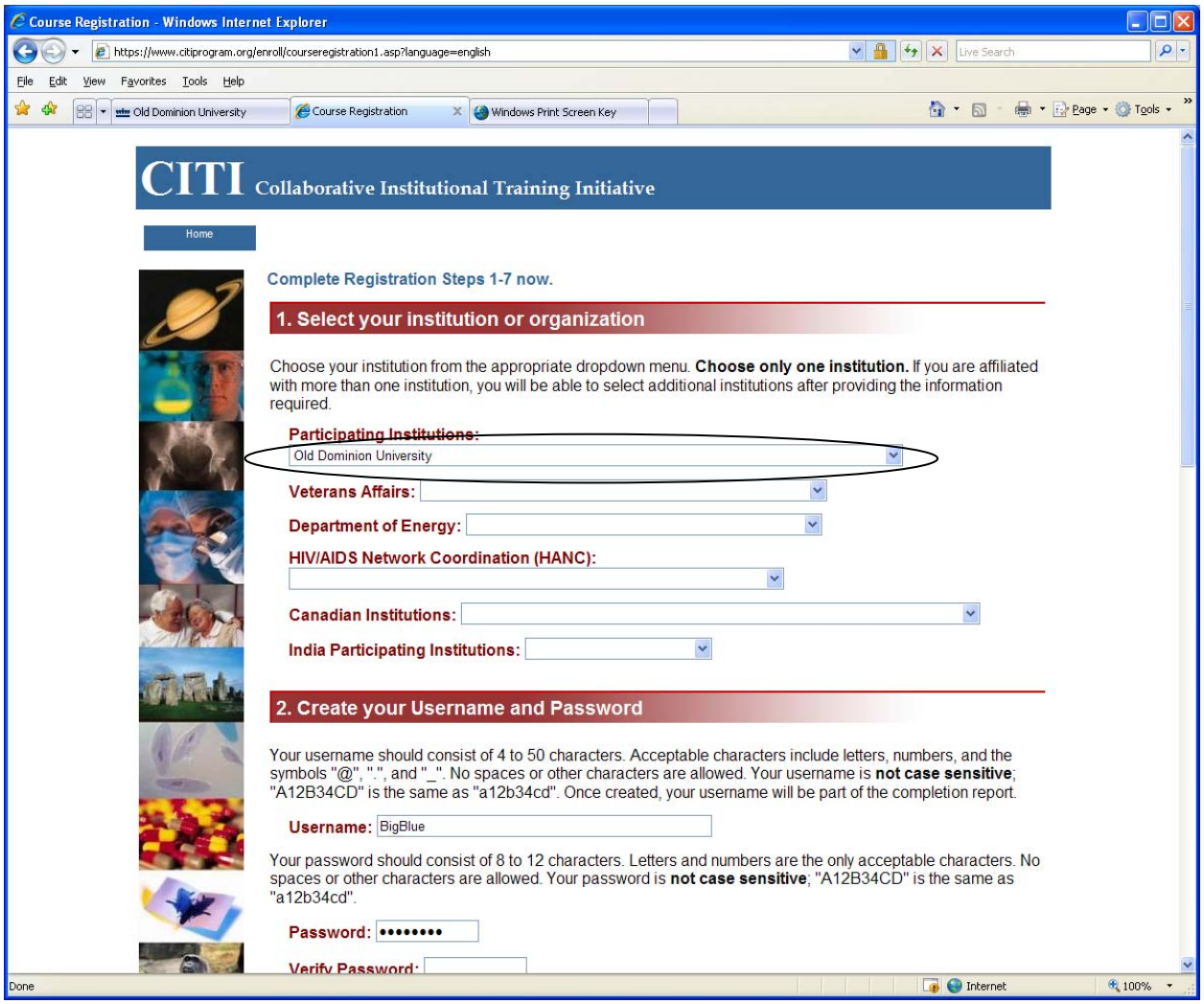
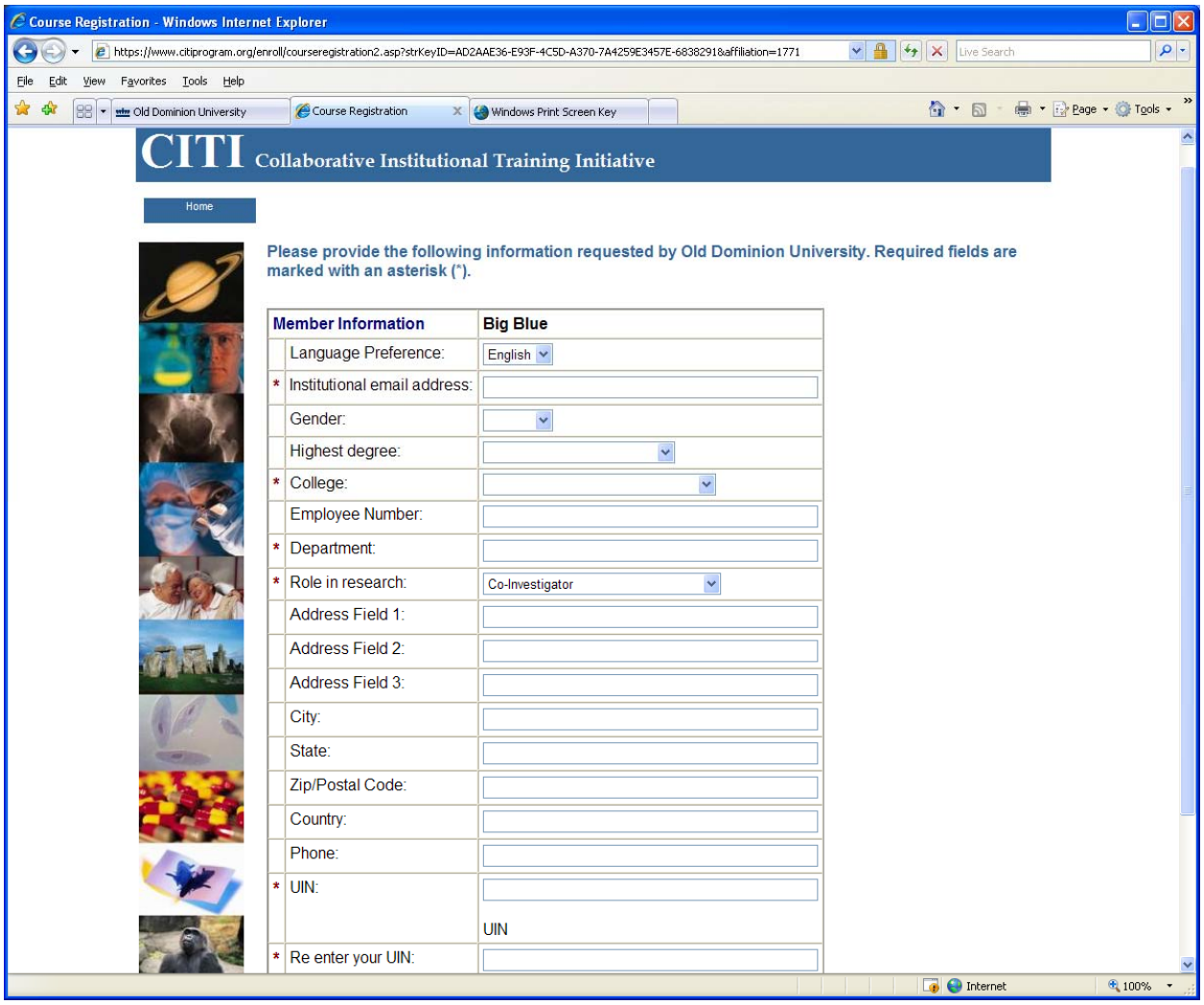
Training in Responsible Conduct of Research at ODU

1. Go to http://www.citiprogram.org
2. You will need to create an account as an ODU user. Follow the link in the center of the page that says "Register Here"

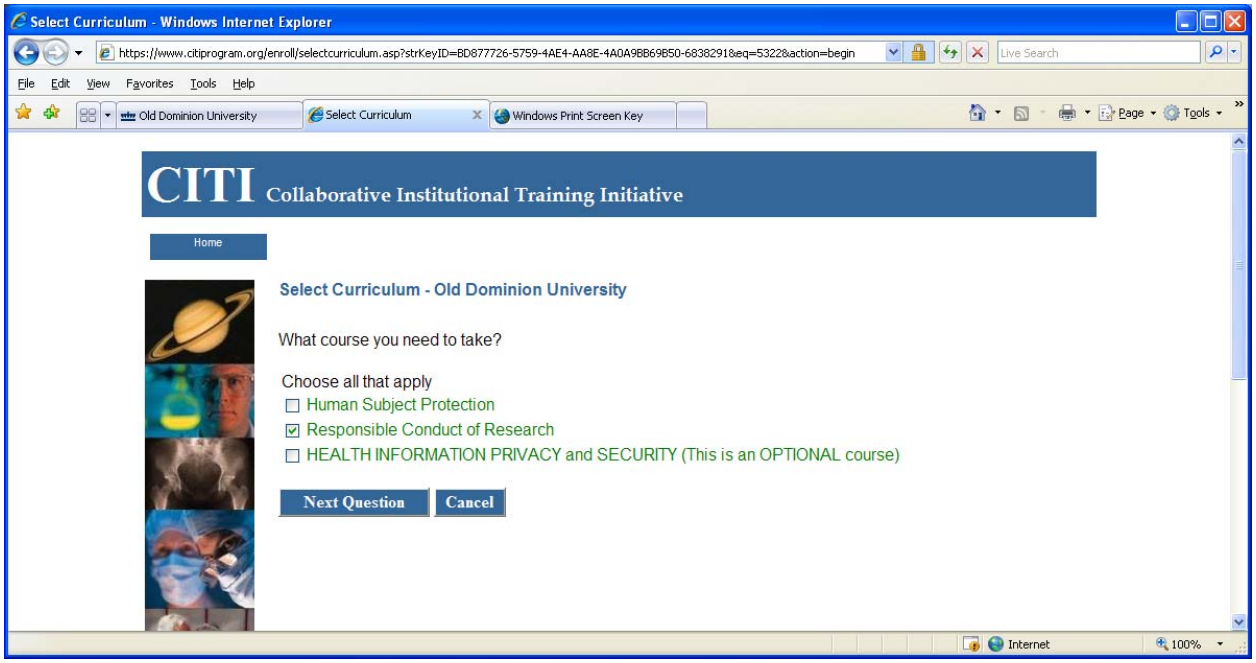
3. On the following screen, you will be able to select ODU as your institution and begin to create your account details.
    a. Select Old Dominion University from the drop down list of Participating Institutions. This step ensures that the proper information will be on the certificate you print at the end of the course and that ODU will be able to track your completion.
    b. Create a Username and Password.
    c. Create your Security Question.
    d. Enter your name.
    e. Enter your e-mail address. Make sure this is an address that you check on a regular basis.



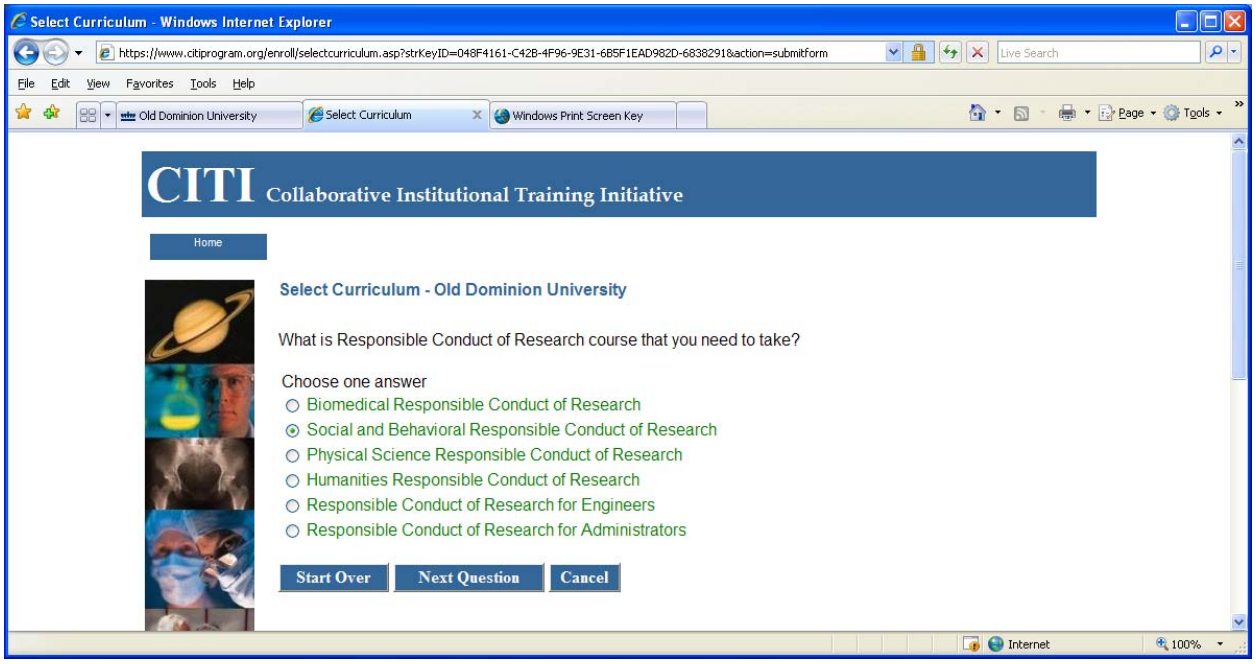
4. The following screen will prompt you to complete your profile information. The only information required is marked by asterisks. You will need to enter the following:
    a. Institutional e-mail address
    b. College
    c. Department
    d. Role in research
    e. UIN

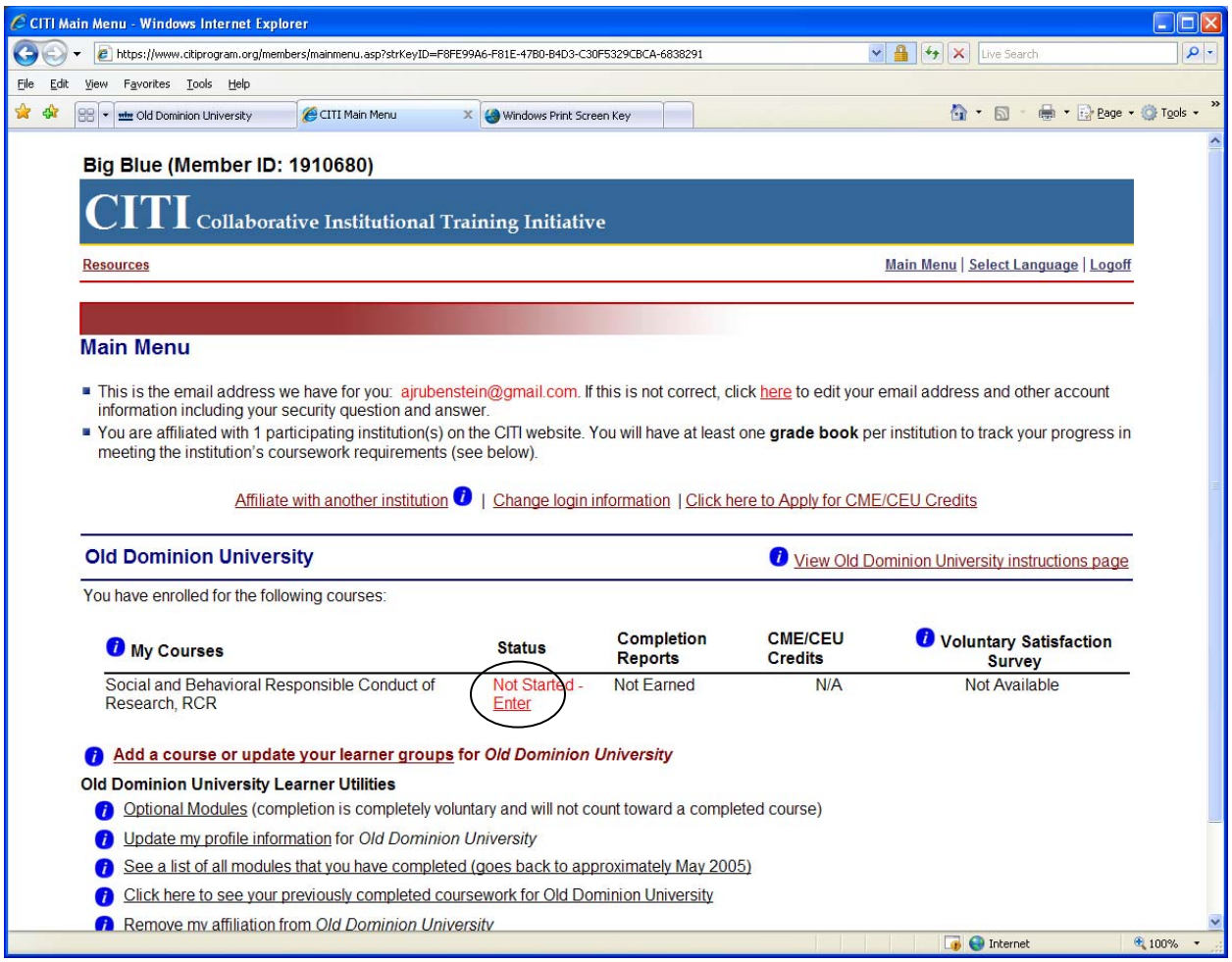


5. You are now fully registered to use the CITI courses. The next page allows you to select your curriculum. Options for 3 courses exist. You only need to select “Responsible Conduct of Research” at this time. If at a later date you need to complete one of the other training courses, you can modify your profile.



6. After selecting RCR training, you can choose the course that is most applicable to you. RCR courses are tailored for 5 general academic areas: Biomedical, Social & Behavioral, Physical Science, Humanities, and Engineering.



7. Your final selection screen will ask you if you want to register with another institution. Select "no" and continue.
8. You have now been returned to the Main Menu page and your course should be available. To begin the RCR course, select "Enter" on the line corresponding to your selection. This will bring you to the module listings. You must complete the "Integrity Assurance Statement" and the introduction module before taking the topic specific modules.

   You will see a number of modules listed as optional. While these modules are useful, you are not required to complete any of them in order to satisfy the RCR training requirement. Once you have completed all the required modules, you will be able to print out a completion certificate on the "CITI RCR Course Completion Page". Finishing this final module will also notify ODU that you have satisfied the training requirement.