Instructions for CITI Responsible Conduct of Research Training Registration

1. Go to http://citiprogram.org
2. You will need to create an account as an ODU user. Click the "Register" button, next to Log In on the top-right.
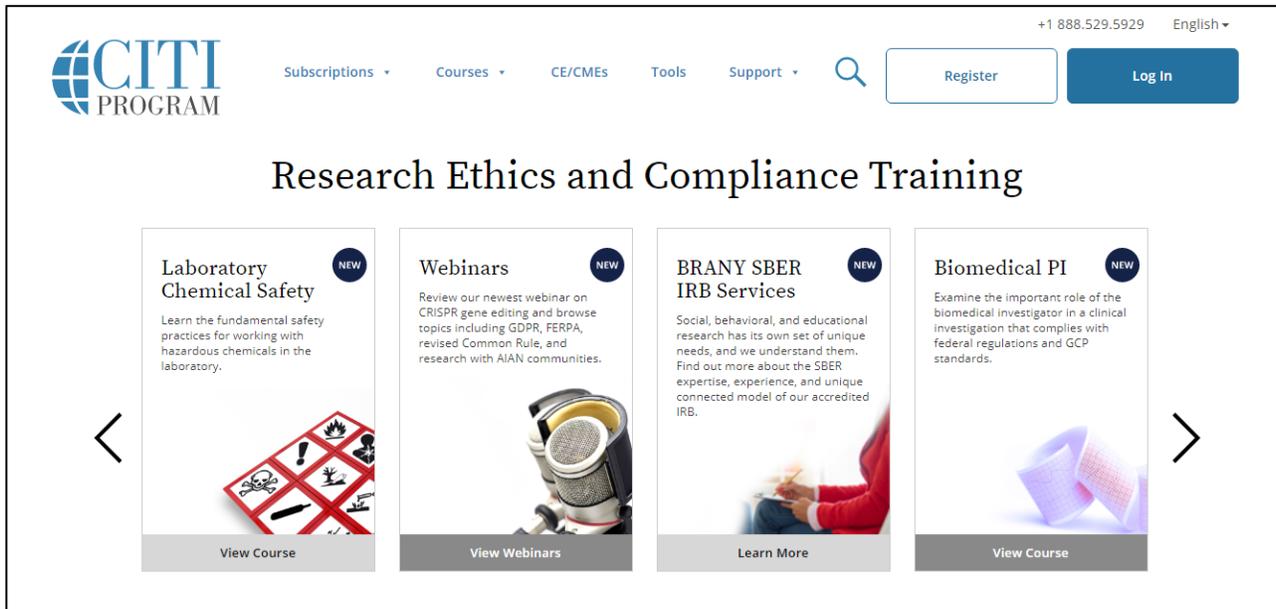
3. On the following screen, you will be able to select ODU as your institution and begin to create your account details.
    a. Begin to type "Old Dominion University" in the Organization Affiliation field, and select Old Dominion University from the drop-down:

    b. Click the radio buttons to confirm that you agree to the Terms of Service and Privacy Policy, and affirm that you are an affiliate of Old Dominion University, then click "Continue to Create Your CITI Program Username/Password":

Old Dominion University

Old Dominion University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of Old Dominion University.

Continue To Create Your CITI Program Username/Password

    c.   On the screens that follow:
        i.   Enter your name.
        ii.   Enter your e-mail address (and secondary address, if desired). Make sure this is an address you check on a regular basis.
        iii.   Create a Username and Password.
        iv.   Create your Security Question and answer.
        v.   Enter your Country of Residence.
        vi.   Answer "NO" for Continuing Education Units.

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 (Select "Student Research – Graduate Level" if none other apply).
    e.   UIN (University Identification Number).

CITI - Learner Registration - Old Dominion University

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

Please provide the following information requested by Old Dominion University

* indicates a required field.

Language Preference

* Institutional Email Address

Gender

Highest Degree

* College

5. The next page allows you to select your curriculum. Options for multiple 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 six different areas: Biomedical, Social and Behavioral, Physical Science, Humanities, Engineers, and Administrators.

7. Your final selection screen will confirm that your registration with Old Dominion University. Select "Finalize Registration" and continue.

8. You have now been returned to the Main Menu page and your course should be available. To begin the RCR course, click on the blue "View Courses" button to the right of "Old Dominion University. On the page that loads, you will see your Courses Ready to Begin. Click "Start Now" next to your course. 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.

Active Courses
Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin
Learner Tools

Old Dominion University
Humanities Responsible Conduct of Research
Stage 1 - RCR

0 / 7 modules completed

Start Now

Completed Courses
Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are available in **Records**.