Collaborative Institutional Training Initiative (CITI) Course

Instructions for the CITI Program Course Enrollment

1) Go to the CITI website: https://www.citiprogram.org/

2) New Users, click on "Register" (Vanderbilt does not use Single Sign On [SOS])
   2.1) Existing CITI Account Users, sign in with existing user name and password

3) Select "Vanderbilt University" as Organization Affiliation
   3.1) Continue to Step 2

4) Proceed through all pages of registration, we recommend the following:
   a. VUnet ID as your username
   b. _____@vanderbilt.edu as your email address
   c. Undergraduates: Enter the department where you are doing the research
   d. Graduates and Postdocs: Enter your home department of your program
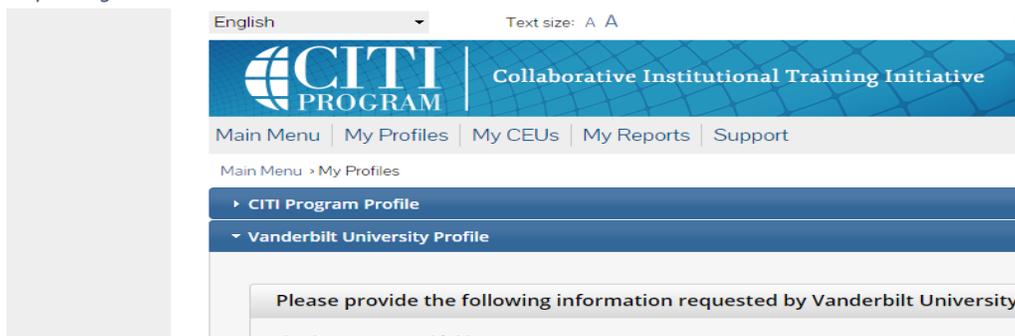
5) Drop down "Vanderbilt University Courses"

Step 5: Figure 5

6) Select "Add a Course"

Step 6: Figure 6
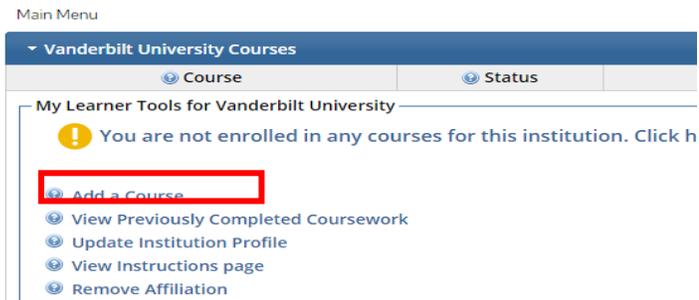
7) Select "I would like to view courses available for the Responsible Conduct of Research"
7.1) Select RCR for _____

Step 7: Figure 7

Step 7.1: Figure 7.1

8) Course Completion: RCR program requires a passing grade of 75 percent for each module, for successful completion of the entire course.
   a. You will need to provide the electronic certificate to your departmental administrator