1. Go to https://www.citiprogram.org. Click the Register Here link if this is the first time you are visiting the site, otherwise, proceed to login with your CITI username and password.

2. The next screen will request information from you; you must complete all four sections to begin the registration process.
   For Step 1, select "San Francisco State University" from the list of Participating Institutions (type "San" to jump, rather than scroll, down the list of options). Do not make any other selections in this section. Proceed to select a user name & password of your choice in Step 2, enter your name in Step 3, and enter an email address in Step 4 (a secondary email is not required). Click Submit.
3. For the Responsible Conduct in Research (RCR) course, you are only required to answer one question on the next page. Click Submit when you are done. Note: you may need to submit additional information if you are registering for another CITI course as well.

Note: you may need to submit additional information if you are registering for another CITI course as well.

4. The next screen outlines the enrollment procedure for the course:

Select Curriculum - San Francisco State University

CITI Course Enrollment Procedure

The CITI Program provides courses in Human Subjects Protection, Animal Subjects Welfare, and The Responsible Conduct of Research.

- You will be provided one or more enrollment questions below.
- Your responses will determine the curriculum for the courses you will be taking.
- Please read the questions and responses carefully to make the best choice.

Animal Subjects Welfare Course

If you are planning to use animals in your work, you are required to complete the "Working with the SFSU IACUC" course. You should choose that course from the selection below. When you have completed the required modules, you will be offered a choice of optional modules.

CITI Curriculum Selection

You may enroll in multiple courses. You may complete the courses sequentially, or at the same time. Do not try to complete an entire course in one sitting. Instead, use multiple login sessions. The available courses in the CITI program for SFSU are:

- The Animal Welfare Course "Working with the SFSU IACUC"
- The Human Subjects Protection Courses:
- Biomedical Research
- Social/Behavioral/Educational Research
- Course for Human and Animal Subjects committee members

Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "Learner Main Menu" to come back here to change or update your course selections, including signing up for optional courses after you have completed the required modules.

Continue to Question 1 at this time
5. On the next page you will be asked several questions. For the RCR course, do not answer the first two questions – skip directly to question 3. Choose only one of the options in that section and click the Submit button. It will be your responsibility to determine which targeted RCR course is most appropriate for you to take based on the research or PI that you are involved with.

3. Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

Choose one answer:
- 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
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time, Thank you.

Submit  Cancel

6. The next page will ask if you would like to register with another institution. It is recommended that you select “No.”

Select your institution or organization

You have registered with the following institution(s):
- San Francisco State University

At this point you can register with another institution. This could be very useful if:
- You are required to complete the requirements for a VA Medical Center.
- You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- You are planning to move to another institution that uses the CITI Program.
- You want to review CITI courses (e.g., RCR or HPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check Yes to affiliate with another institution.
Check No to continue with your current selection.

Yes  No

7. At this point, your registration is considered complete and you are directed to the main menu where you can begin the RCR course. This is also the page you will be directed to whenever you login, and where you can change your login profile or course selection. Begin the course by clicking the Enter link under My Courses.
8. You will then enter the gradebook page for your specified RCR course, which includes a listing of all required modules, and the score you earn for each module when they are complete. You must complete all required modules with a combined score of 80 to successfully pass the course. Click the **Integrity Assurance Statement** link to activate the course.

<table>
<thead>
<tr>
<th>Required Modules</th>
<th>Date Complete</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete <strong>The Integrity Assurance Statement</strong> before beginning the course.</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Case Study Registration</td>
<td>Click this link to activate the course</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Modules</th>
<th>Required</th>
<th>Completed</th>
<th>Date</th>
<th>Complete</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Introduction to the Responsible Conduct of Research</td>
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<td>Incomplete</td>
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<td>Research Misconduct</td>
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<td>Incomplete</td>
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<td>Data Acquisition, Management, Sharing and Ownership</td>
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<td>Incomplete</td>
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<td>Publication Practices and Responsible Authorship</td>
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<td>Incomplete</td>
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<td>Peer Review</td>
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<td>Mentor and Trainee Responsibilities</td>
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<td>Animal Welfare</td>
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<td>Incomplete</td>
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<td>Conflicts of Interest and Commitment</td>
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<td>Collaborative Research</td>
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<td>Human Subjects</td>
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<tr>
<td>The CIP RCR Course Completion Page</td>
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<td>Incomplete</td>
<td></td>
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</tbody>
</table>

9. Read the Statement carefully, select the appropriate statement, and click the **Submit** button.

10. You can now begin taking the available RCR modules by clicking on the activate links listed in the gradebook.