

CITI Program Responsible Conduct of Research (RCR) Training

Course Registration Instructions

For NEW CITI Program Users

1. Go to: <https://about.citiprogram.org/en/homepage/>
2. Click on the "Register" button at the top.
3. Type in "Texas Woman's University" to select your Institution affiliation.
4. Click the boxes to agree and affirm that you are a TWU affiliate.
5. Continue with the registration process. (You will enter your personal information).
6. Once you are done with the registration steps, you will be ready to "Add a course." Check "No/Not at this time" to Questions 1 & 2.
7. For **Question 3**, elect the appropriate Responsible Conduct of Research (RCR) course. (This depends on your area of research.)
8. Skip or mark "No/Not at this time" for Questions 4-9, then Submit.
9. You should at this point see your course added and should be ready to start.

For Existing CITI Program Users (Updating or Adding Courses)

1. Go to: <https://about.citiprogram.org/en/homepage/>
2. Click on the "Log In" button, and login. (Do NOT use the "log in through my institution" tab.)
3. Under *Institutional Courses*, click on "View Courses" next to *Texas Woman's University*.
4. Check *Active Courses*, *Courses Ready to Begin*, and *Completed Courses* to see if you have already taken the Responsible Conduct of Research (RCR) course. If so, you can see if the course needs to be updated and proceed from there. If you do not see the RCR course under any of those sections, go to Step 5.
5. Scroll down to the *Learner Tools for Texas Woman's University* section and click on "Add a Course."
6. Skip or select "No/Not at this Time" to Questions 1 & 2.
7. **Question 3** will allow you to choose the Responsible Conduct of Research course. Select the appropriate course. (This depends on your area of research.)
8. Select "No/Not at this Time" or skip Questions 4-9, then Submit.
9. You should be able to view and begin your RCR course.