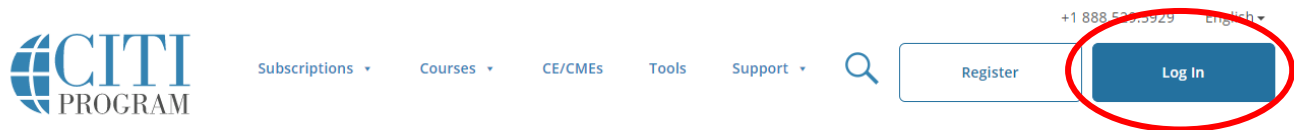


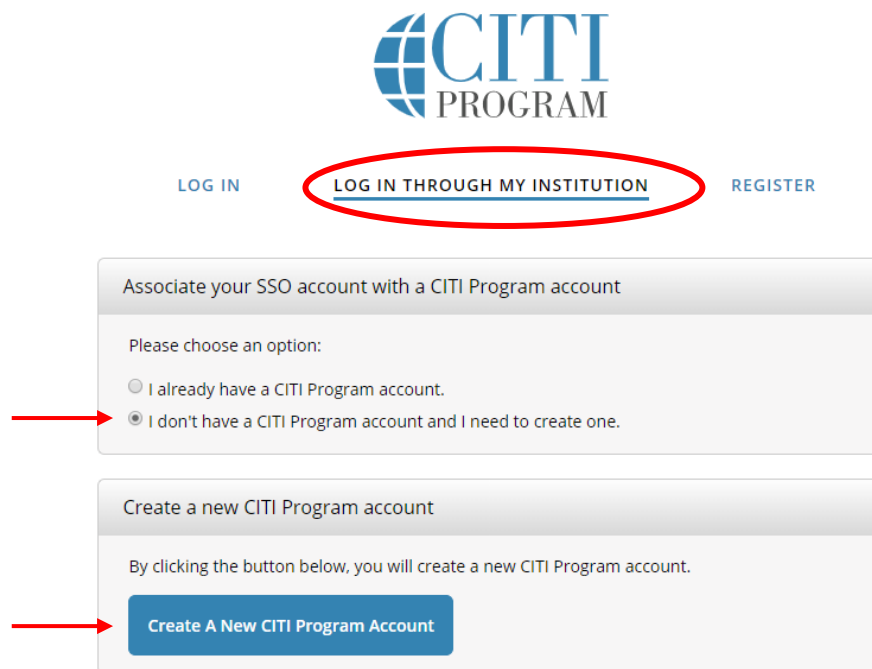
CITI Registration

1. Go to: <https://www.citiprogram.org/login>
2. Click Log In – even for first time users.



Research Ethics and Compliance Training

3. Click “Log in through My Institution” and select the appropriate option.
 - a. New users should select the second option and then click “Create a New CITI Program Account”



4. Search for “California State University, Sacramento” and select. Login through the SacLink portal.

5. Once logged in, select “View Courses” under Institutional Courses
a. DO NOT select Independent Learner, there is a fee.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

California State University, Sacramento **View Courses**

Would you like to affiliate with another Institution? Add Affiliation

Would you like to remove an existing affiliation? Remove Affiliation


Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

6. Select “Add a Course”

Show Courses for: **Institution List**

California State University, Sacramento

 You are not enrolled in any courses for this institution.

Add a Course

Learner Tools for California State University, Sacramento

- [Add a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

7. Select the appropriate course:

Check **“Not at this time”** for any course that you are not required to take.

- a. Question 1) **Human Subjects Research** is only required when submitting an IRB application.
- b. Question 2) **Good Clinical Practice** is only required for clinical research studies involving human subjects.
- c. Question 3) **Responsible Conduct of Research** is required for NSF funded student researchers.
- d. Question 4) **Conflicts of Interest** is only required when funded by a PHS agency (e.g., NIH).
- e. Question 4) **Laboratory Animal Welfare** is required for anyone submitting an IACUC application. Species specific courses are required when working with a species listed.

8. View **“Courses Ready to Begin”** and click **“Start Now”** to begin the course. You can take the course at your own pace.

✔ You are now enrolled in the course(s) you selected.

Show Courses for: [Institution List](#)

California State University, Sacramento

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

→ **Courses Ready to Begin** [Learner Tools](#)

California State University, Sacramento
RCR: Administrators
Stage 1 - Basic Course

0 / 11 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](#).

Learner Tools for California State University, Sacramento

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)

9. Once in the course, review the Assurance Statement and check “I AGREE” at the bottom.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

10. All required modules must be completed in order to receive a certificate of completion. Modules must be taken in sequential order. Click “Start” to begin the module.

You have unfinished required or elective modules remaining.

Required Modules

Complete all 11 required modules.

Modules	Completed	Score	
Authorship (RCR-Basic) (ID 16597)	Incomplete	-	<input checked="" type="button" value="Start"/>
Collaborative Research (RCR-Basic) (ID 16598)	Incomplete	-	<input type="button" value="Start"/>
Conflicts of Interest (RCR-Basic) (ID 16599)	Incomplete	-	<input type="button" value="Start"/>
Data Management (RCR-Basic) (ID 16600)	Incomplete	-	<input type="button" value="Start"/>
Financial Responsibility (ID 16601)	Incomplete	-	<input type="button" value="Start"/>
Mentoring (RCR-Basic) (ID 16602)	Incomplete	-	<input type="button" value="Start"/>
Peer Review (RCR-Basic) (ID 16603)	Incomplete	-	<input type="button" value="Start"/>
Research Misconduct (RCR-Basic) (ID 16604)	Incomplete	-	<input type="button" value="Start"/>
Plagiarism (RCR-Basic) (ID 15156)	Incomplete	-	<input type="button" value="Start"/>

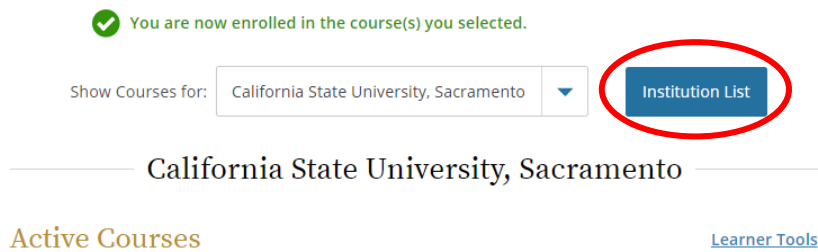
11. To add or remove a course select Learner Tools at the bottom of the Courses page.



Learner Tools for California State University, Sacramento

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

12. To affiliate with another institution, select Institution List on the Courses page.



✔ You are now enrolled in the course(s) you selected.

Show Courses for:

California State University, Sacramento

[Active Courses](#) [Learner Tools](#)

Additional guidance can be found here: <https://support.citiprogram.org/s/article/updated-guide-to-getting-started>