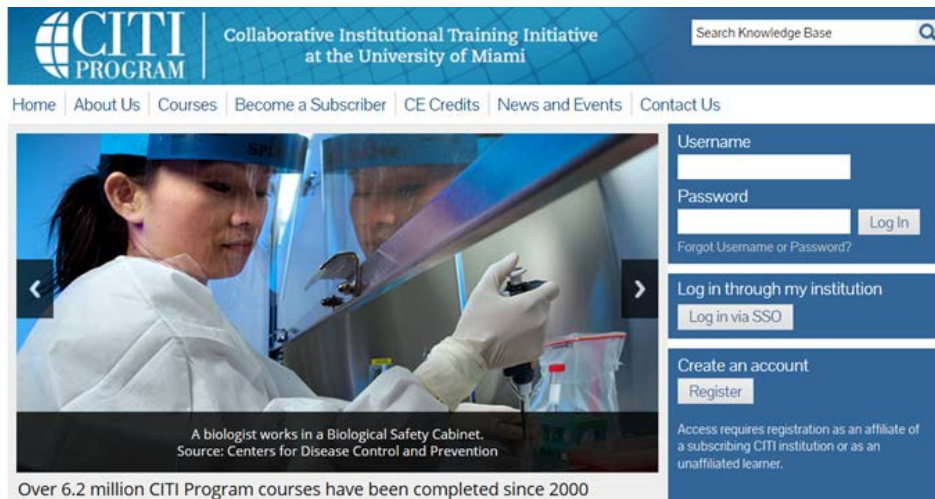


# How to Register and Access the CITI RCR Training Program for George Mason University

## NEW USERS (for previous CITI users, see page 8)

- Go to CITI website [www.citiprogram.org](http://www.citiprogram.org)
- Click on Register under Create an Account.



CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

A biologist works in a Biological Safety Cabinet.  
Source: Centers for Disease Control and Prevention

Over 6.2 million CITI Program courses have been completed since 2000

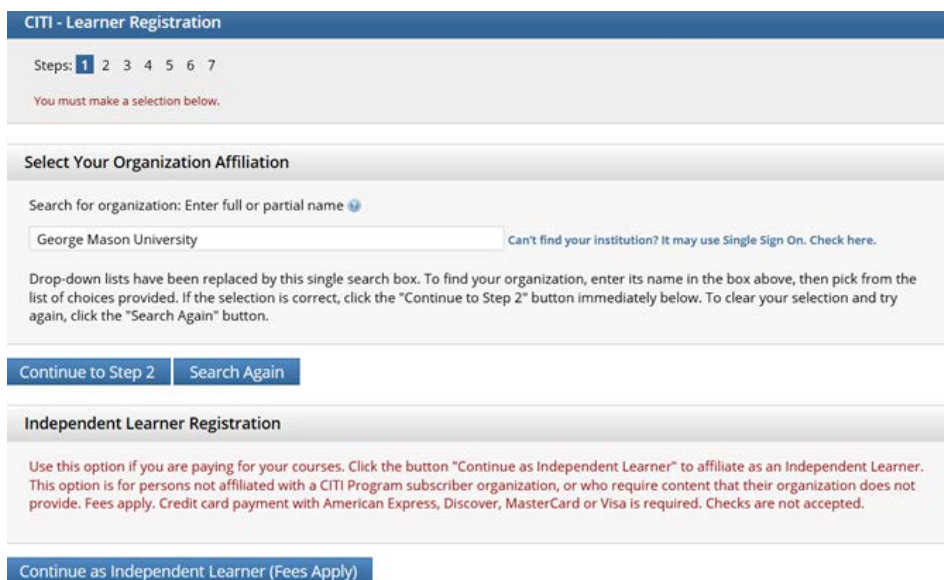
Username  
Password  
Log In  
Forgot Username or Password?

Log in through my institution  
Log in via SSO

Create an account  
Register  
Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

## Step 1: Select an Institution

- Enter George Mason University in the Search for Organization box
- Click Continue to Step 2



CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

George Mason University Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

Continue to Step 2 Search Again

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

Continue as Independent Learner (Fees Apply)

## Step 2: Personal Information

- Enter First and Last Name and Email Address
- Click continue to Step 3

CITI - Learner Registration - George Mason University

Steps: 1 2 3 4 5 6 7

### Personal Information

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

Continue to Step 3

## Step 3: Create your Username and Password

- Username should be at least 4 characters (not case sensitive)
- Password should consist of 8 to 50 characters (case sensitive)
- Select a Security Question from the dropdown list and answer
- Click continue to Step 4

CITI - Learner Registration - George Mason University

Steps: 1 2 3 4 5 6 7

### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password	* Verify Password
<input type="password"/>	<input type="password"/>

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

\* Security Question

What's your pet's name?

- What's your pet's name?
- What's your mother's maiden name?
- What was your high school mascot?
- What color was your first car?
- In what city were you born?
- What was the name of the street you grew up on?
- Who was your first employer?
- In what city did your mother and father meet?
- What was the last name of your third grade teacher?

#### Step 4: Gender, Ethnicity and Race

- Select your Gender, Ethnicity and Race
- Click Continue to Step 5

**CITI - Learner Registration - George Mason University**

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

**Gender, Ethnicity and Race**

Why does CITI Program ask about your gender, race and ethnicity? ⓘ  
Why does CITI Program use these categories? ⓘ  
\* Indicates a required field.

**\* I identify my Gender as:**

☐ Female

☐ Male

☐ Transgender or Other

☐ Prefer not to answer

**\* I identify my Ethnicity as:**

☐ Hispanic or Latino ⓘ

☐ Not Hispanic or Latino

☐ Prefer not to answer

**\* I identify my Race as: (you may select more than one)**

☐ American Indian or Alaska Native ⓘ

☐ Black or African American ⓘ

☐ Asian ⓘ

☐ Native Hawaiian or Other Pacific Islander ⓘ

☐ White ⓘ

☐ Prefer not to answer

**Continue to Step 5**

## Step 5: Continuing Education Unit Courses

- **NOT** required by GMU
- **Research Survey** – Yes or No Required
- Click Continue to Step 6

CITI - Learner Registration - George Mason University

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

\* Indicates a required field.

\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses - please see "Course List" link under the "CE Credits" tab on login page for details.

Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

**Yes**

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

☐ Yes

**No**

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

☐ No

If you picked "YES", please check below the one type of credit you would like to earn

☐ MDs, DOs, PAs - AMA PRA Category 1 Credits TM

☐ Nurses - ANCC CNE

☐ Other Participants - Certificates of Participation

☐ Psychologists - APA Credits

☐ Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? 🗨

☐ Yes

☐ No

☐ Not sure. Ask me later

Continue to Step 6

## Step 6: Information Requested by George Mason University

- Required fields: **Institutional email address, Gender, Highest Degree, Department, Role in Research, and Office Phone**
- Click Continue to Step 7

CITI - Learner Registration - George Mason University

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by George Mason University

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

\* Department

\* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

\* Office Phone

Home Phone

[Continue to Step 7](#)

### Step 7: Choose Research Activity to View Available Courses

- Select “I am interested in the Responsible Conduct of Research Courses”
- Click Next

**CITI - Learner Registration**

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

\* indicates a required field.

**\* Choose all that apply to your research activities to view available courses.**

**Choose all that apply**

☐ I am interested in Human Subjects Research Courses.

☐ I am interested in Lab Animal Research courses.

☒ I am interested in the Responsible Conduct of Research Courses.

☐ I am interested in the US Export Control Regulations course.

☐ I am interested in the Financial Conflict of Interest Mini-Course.

Next

### Step 7 Continued

- Select the RCR course that is specific to your discipline
- Click Next

**CITI - Learner Registration**

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

\* indicates a required field.

**\* To take Responsible Conduct of Research (RCR) Course, please make your selection below.**

**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

Next

## To Complete Mason Registration Click on Finalize Registration

**CITI - Learner Registration**

Your registration with **George Mason University** is complete.

[Finalize registration](#)

## To Begin the RCR Course

Once you have completed the preceding steps you are logged in and registered. At this point, you may begin the course.

- Select **Main Menu**
- Click **George Mason University Courses**

 **Collaborative Institutional Training Initiative  
at the University of Miami**

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#) | [Admin](#)

Main Menu

[▶ George Mason University Courses](#)

[▶ Click here to affiliate with another institution](#)

[▶ Affiliate as an Independent Learner](#)

- Select your registered course to begin the training

 **Collaborative Institutional Training Initiative  
at the University of Miami**

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#) | [Admin](#)

Main Menu

[▼ George Mason University Courses](#)

Course	Status	Completion Report	Survey
Social and Behavioral Responsible Conduct of Research Course 1.	Not Started	Not Earned	

**My Learner Tools for George Mason University**

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

[▶ Click here to affiliate with another institution](#)

[▶ Affiliate as an Independent Learner](#)



## **PREVIOUS USERS (for new CITI users, see page 1)**

Go to [www.citiprogram.org](http://www.citiprogram.org)

Login using your previously created username and password



The image shows the CITI Program home page. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". To the right of the header is a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The main content area features a large image of a biologist working in a Biological Safety Cabinet. Below the image is a caption: "A biologist works in a Biological Safety Cabinet. Source: Centers for Disease Control and Prevention". To the right of the image is a login section with fields for Username and Password, a Log In button, and a link for "Forgot Username or Password?". Below the login section is a section for "Log in through my institution" with a "Log in via SSO" button. At the bottom right is a "Create an account" section with a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." At the bottom left, a text box states: "Over 6.2 million CITI Program courses have been completed since 2000".

On the CITI **Main Menu** page,

- Click on George Mason University Courses
- Select Add a Course or Update Learner Groups



The image shows the CITI Program Main Menu page. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". To the right of the header is a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links: Main Menu, My Profiles, CE Credit Status, My Reports, Support, and Admin. The main content area is titled "Main Menu" and features a section for "George Mason University Courses". This section contains a table with columns: Course, Status, Completion Report, and Survey. The table has one row: "Social and Behavioral Responsible Conduct of Research Course 1." with status "Not Started" and completion "Not Earned". Below the table is a section titled "My Learner Tools for George Mason University" with a list of links: Add a Course or Update Learner Groups, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. At the bottom of the page are two blue buttons: "Click here to affiliate with another institution" and "Affiliate as an Independent Learner".



On the **Select Curriculum – George Mason University** page

- Select “I am interested in the **Responsible Conduct of Research** courses
- Click Next

**CITI PROGRAM** | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Main Menu > Add Course/Update Learner Groups

**Select Curriculum - George Mason University**

\* indicates a required field.

\* Choose all that apply to your research activities to view available courses.  
Choose all that apply

☐ I am interested in Human Subjects Research Courses.

☐ I am interested in Lab Animal Research courses.

☒ I am interested in the Responsible Conduct of Research Courses.

☐ I am interested in the US Export Control Regulations course.

☐ I am interested in the Financial Conflict of Interest Mini-Course.

Next

Select the RCR course that is specific to your discipline and click Next

**Select Curriculum - George Mason University**

\* indicates a required field.

\* To take Responsible Conduct of Research (RCR) Course, please make your selection below.  
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

Next

Once you have completed the preceding steps you are logged in and registered for the course. At this point you may begin the RCR course, listed under **George Mason University Courses**.

If you have any questions, please contact Debbie Hill at [dhill17@gmu.edu](mailto:dhill17@gmu.edu)

Updated 26-JUN-2014