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.

**Step 1: Select an Institution**

- Enter George Mason University in the Search for Organization box
- Click Continue to Step 2
**Step 2: Personal Information**
- Enter First and Last Name and Email Address
- Click 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
Step 4: Gender, Ethnicity and Race

- Select your Gender, Ethnicity and Race
- Click 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
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

![Image of registration form](image)

### Required fields:
- **Institutional email address**
- **Gender**
- **Highest Degree**
- **Department**
- **Role in Research**
- **Office Phone**

### Additional fields:
- **Address Field 1**
- **Address Field 2**
- **Address Field 3**
- **City**
- **State**
- **Zip/Postal Code**
- **Country**
- **Home Phone**
- **EmployeeNumber**

[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

Step 7 Continued

- Select the RCR course that is specific to your discipline
- Click Next
To Complete Mason Registration Click on Finalize 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

Select your registered course to begin the training
PREVIOUS USERS (for new CITI users, see page 1)

Go to www.citiprogram.org
Login using your previously created username and password

On the CITI Main Menu page,
- Click on George Mason University Courses
- Select Add a Course or Update Learner Groups
On the Select Curriculum – George Mason University page

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

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

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