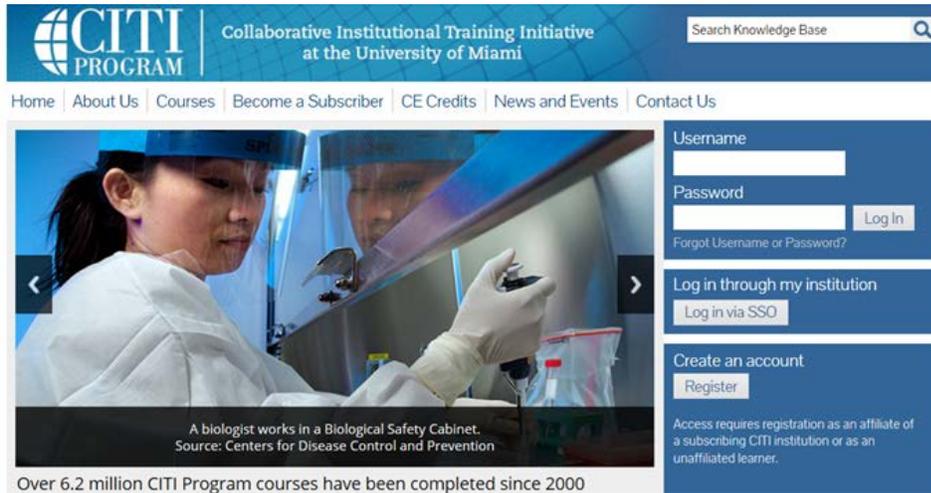


How to Register and Access the CITI RCR Training Program for George Mason University

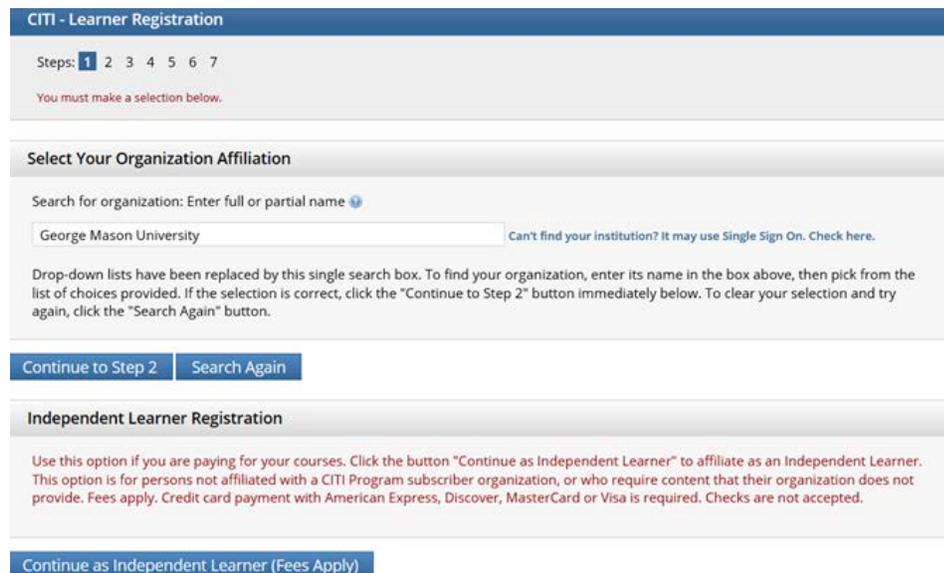
NEW USERS (for previous CITI users, see page 8)

- Go to CITI website www.citiprogram.org
- 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

CITI - Learner Registration - George Mason University

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name * Last Name

* Email Address * Verify email address

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

[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

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**

The screenshot shows the top navigation bar of the CITI PROGRAM website. The header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". A "Main Menu" dropdown is open, showing three options: "George Mason University Courses", "Click here to affiliate with another institution", and "Affiliate as an Independent Learner".

- Select your registered course to begin the training

This screenshot shows the course selection interface. It features the same header and navigation menu as the previous screenshot. The "Main Menu" dropdown is open, and the "George Mason University Courses" option is selected, revealing a table of courses. The table has columns for "Course", "Status", "Completion Report", and "Survey". One course is listed: "Social and Behavioral Responsible Conduct of Research Course 1." with a status of "Not Started" and a completion report of "Not Earned". Below the table is a section titled "My Learner Tools for George Mason University" with a list of actions: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom, the "Main Menu" dropdown options are visible again.

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

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

Go to www.citiprogram.org

Login using your previously created username and password

The screenshot shows the CITI Program website header with the logo and navigation menu. Below the header is a banner image of a biologist in a lab. To the right of the banner is a login form with fields for Username and Password, a Log In button, and a link for 'Forgot Username or Password?'. Below the login form is a section for 'Log in through my institution' with a 'Log in via SSO' button. At the bottom of the login area 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.' Below the banner image, text reads: 'A biologist works in a Biological Safety Cabinet. Source: Centers for Disease Control and Prevention' and '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 screenshot shows the CITI Program website Main Menu page. The header is the same as in the previous screenshot. Below the header is a navigation menu with links: Main Menu, My Profiles, CE Credit Status, My Reports, Support, Admin. Below the navigation menu is a 'Main Menu' section with a dropdown menu for 'George Mason University Courses'. The dropdown menu is open, showing a table with columns: Course, Status, Completion Report, and Survey. The table contains one row: 'Social and Behavioral Responsible Conduct of Research Course 1.' with 'Not Started' in the Status column and 'Not Earned' in the Completion Report column. Below the table is a 'My Learner Tools for George Mason University' section 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 links: '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

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.

* 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

Updated 26-JUN-2014