Registering for the RCR Course in CITI: 
Steps for first-time applicants

☐ The average completion time for this course is approximately 60 minutes total. As the saying goes, “your mileage may vary.”

☐ After you register for the course, you can proceed through the individual lesson modules at your own pace, logging in and out, using different computers and browsers.

☐ Most individual modules are followed by a brief multiple-choice test that focuses on the most important points of that section. The passing score is 85. If you score less, you'll be able to retake the test immediately, though questions are randomized and you will likely not get the same complete set twice.

☐ When you complete the course, a completion notice is automatically sent to the ORC. Your scores, detailed course completion records, and all other user data reside entirely on the secure CITI website. Other than your completion status for the entire course, nothing is printed out, shared or stored locally by the ORC.

☐ Please note that the CITI course is a subscription service. While your course may contain some Texas State-specific information, the layout, user interface, and functionality of the site are not under the control of Texas State.

Now, for Step 1:

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

(con’t)
Step 2: Click on ‘Register’ under Create an account or in upper right corner.

Note that after you’ve registered and each time you return to the CITI site, this will be where you log in.

Step 3: On the next page, answer the first question by starting to type Texas State University in the field and then selecting Texas State University-San Marcos. Once selected click on "Continue to Step 2."

(con’t)
Step 4: On the next page, enter your name and email address. Please enter your name accurately so we can verify your completion of the required training course(s).

![Personal Information Form]

Step 5: This section asks you to create your username and password. This is the information you will use to login and access your CITI account in the future.

![Create your Username and Password]

Step 6: The information on the next page is CITI Program specific and it relates to gender, ethnicity and race.

(con’t)
Step 7: The next question is directed at medical professionals. You should choose “No” unless you know for sure otherwise.

![Image](image_url)

Step 8: The next question asks you if you want to participate in a survey. Participating in the surveys is entirely voluntary, so answer however you choose.

![Image](image_url)

Step 9: The information on the next page is Texas State specific. **Only the questions with asterisks are mandatory.** Please provide accurate and complete answers for your Texas State email address and department, choose the role that best describes what you do, and continue to the next page.

Step 10: The next page contains general information about the different courses provided by CITI. Unless you are planning on registering for more than one type of course, you can at this time scroll down the page past this information until you get to the section heading **CITI Course Enrollment Questions.**

(con’t)
Step 11: Skip to Question 3. Please select one of the first four choices based on your classification.

Select one of these categories based on your academic classification

- I am a Undergraduate student supported by NSF funding
- I am a Graduate student supported by NSF funding
- I am a Post Grad supported by NSF funding
- I am an Engineering student supported by NSF funding
- NON-MANDATED OPTIONAL RCR curriculum (*Does not fulfill NSF Mandate*)
- Not taking an RCR course at this time.

Step 12: The rest of the questions do not pertain to RCR and you can skip them without providing answers (you can leave them blank). Scroll down to the end of the page and click on "Complete Registration."

Step 13: At this point you will be returned to the CITI main menu. Now that you’ve registered, this is the menu you will land on each time you enter and leave the course. There’s a lot of information on this page, but the most pertinent for you at this time is the “My Course” menu under the Texas State University-San Marcos section. The course is listed by learner group (i.e., Undergrad (NSF), Graduate (NSF), Post Grad (NSF), and Engineering (NSF)).