

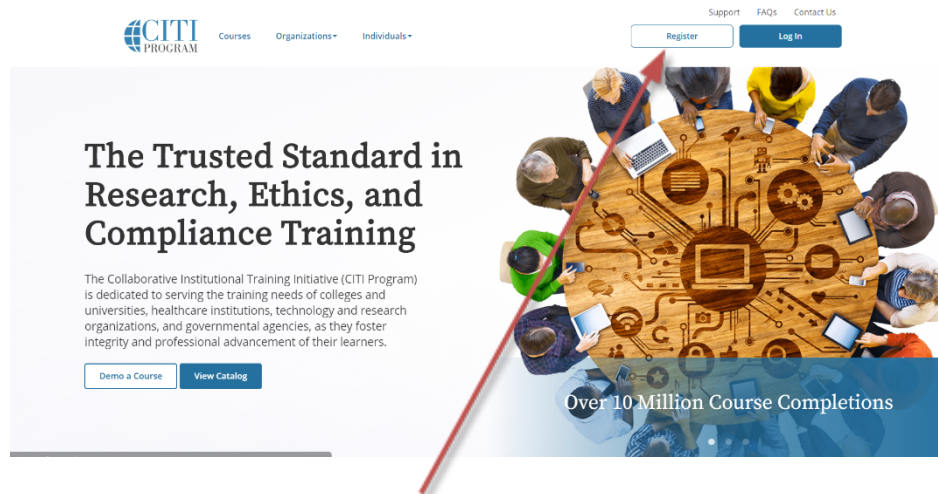
Instructions to Log into CITIPROGRAM for RCR Online Training

Type the following into your browser:

[HTTPS://WWW.CITIPROGRAM.ORG/](https://www.citiprogram.org/)

NOTE:

If you already have an account, login and select CUNY as affiliated school.



PLEASE CREATE AN ACCOUNT IF YOU DO NOT HAVE ONE.

1. **CREATE A NEW USERNAME AND PASSWORD:**
You can stop the module and come back at any time.
You don't have to finish in one sitting. Select CUNY (Queensborough) and you don't have to pay for this.
The University is paying for all faculty and students.

2. SELECT ADD A COURSE OR UPDATE LEARNER GROUPS

a. Select Take the Responsible Conduct of Research course.

Please choose the best option below according to your needs.

This question is required. Choose one answer.

- Take the Responsible Conduct of Research course
- Take the Export Compliance Course.
- Take the Conflict of Interest Course
- Take the Revised Common Rule Course
- Take the Human Subjects Basic Course
- Take the Human Subjects Refresher Course
- Take the Good Clinical Practice course
- Take the Working with the IACUC Course
- Take the Animal Care and Use Course
- Take the Institutional/Signatory Official Course(s)
- Take the Social & Behavioral Research Course in **Spanish**
- Not at this time.

Start Over

Next

b. Select CUNY Researchers

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

This question is required. Choose one answer.

- CUNY Researchers
 CUNY Administrators

Start Over

Next

3. **CLICK ON THE SELECTED RCR COURSE AND COMPLETE ONE MODULE AT A TIME.**
4. YOU WILL GET A **COMPLETION CERTIFICATE** AT THE END, WHICH YOU CAN SAVE IT AS PDF AND PRINT IT AS WELL. IT IS VALID FOR 4 YEARS.
5. **UPLOAD THE CERTIFICATE TO THE QCC DROPBOX () AND EMAIL ONE COPY TO JChabra@qcc.cuny.edu and CDenny@qcc.cuny.edu.**
6. **IF YOU ALREADY HAVE A CITI CERTIFICATE AT ANOTHER INSTITUTION**
 - A. **[Login to the CITI course](#) with your account information.**
 - B. **On the Learner Menu Tab, select "Affiliate with Another Institution." Select Queensborough Community College from the drop down menu.**
 - C. **Complete the required modules as stated above if you have your certificate in another course. Follow the instructions above.**
7. **IF YOU HAVE THE CERTIFICATE IN THE SAME COURSE, PLEASE UPLOAD THE CERTIFICATE TO THE QCC DROPBOX (<https://www.dropbox.com/request/fGDfRGkdvNfvINxWTLMq>) EMAIL A COPY TO JChabra@qcc.cuny.edu and CDenny@qcc.cuny.edu**