

## CITI RCR Online Training Login Guide

1. Follow this link: <https://about.citiprogram.org/en/homepage/>

This link will take you to the CITI login page.

Note: You can reach CITI at 1-888-529-5929 with questions.

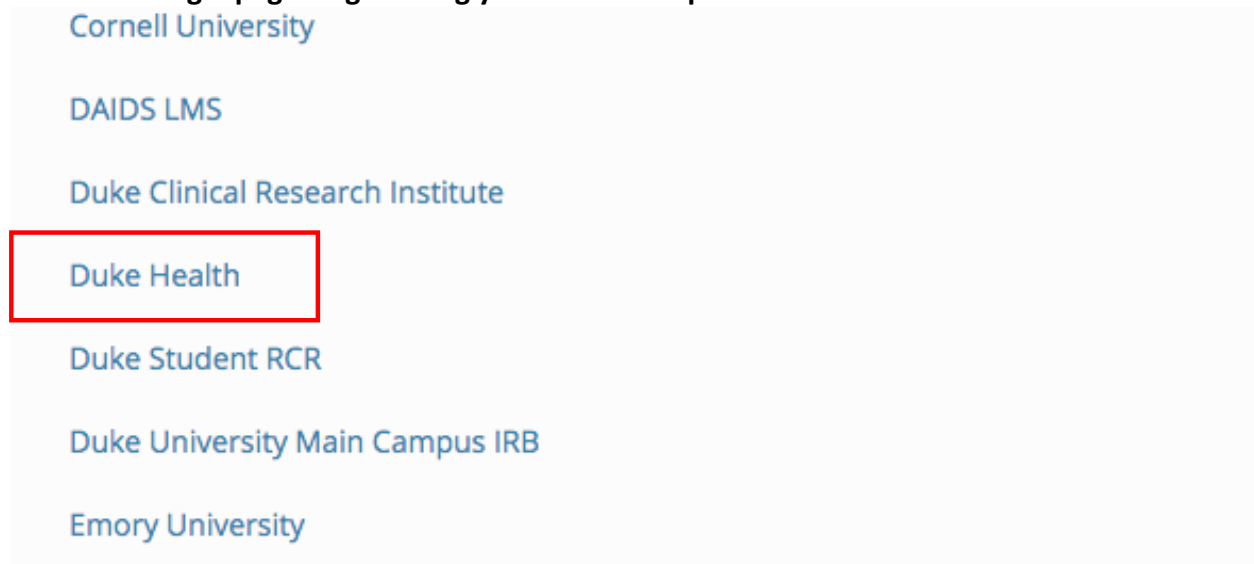
2. Click Login.



3. Click “Log In Through My Institution”.

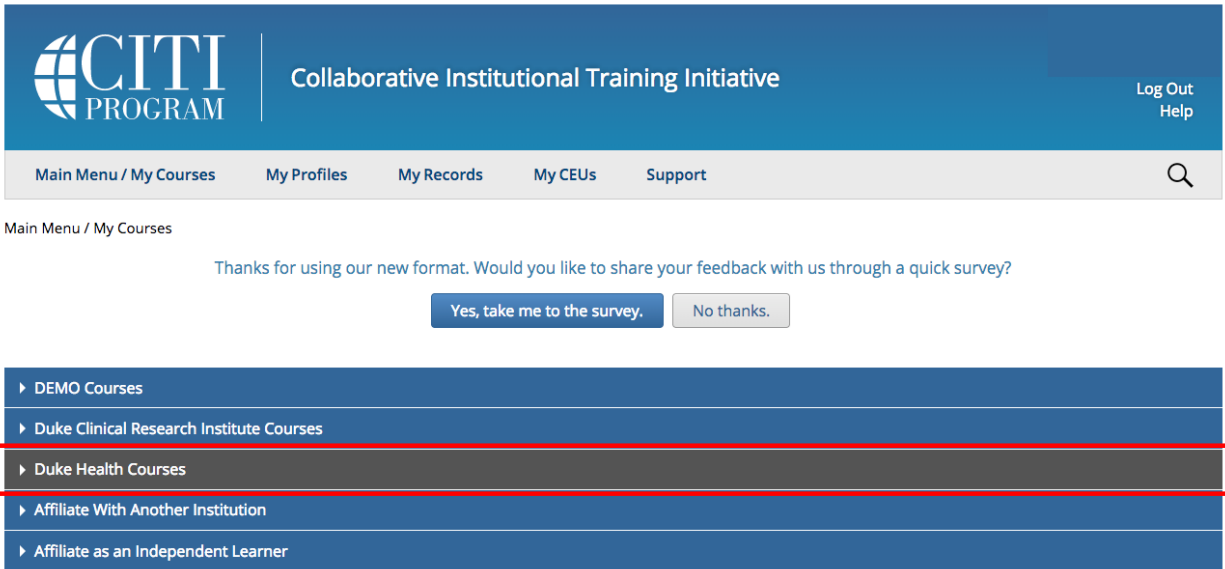


4. Scroll through the list and choose “Duke Health”. You will be directed to the Duke Shibboleth login page. Log in using your NetID and password.



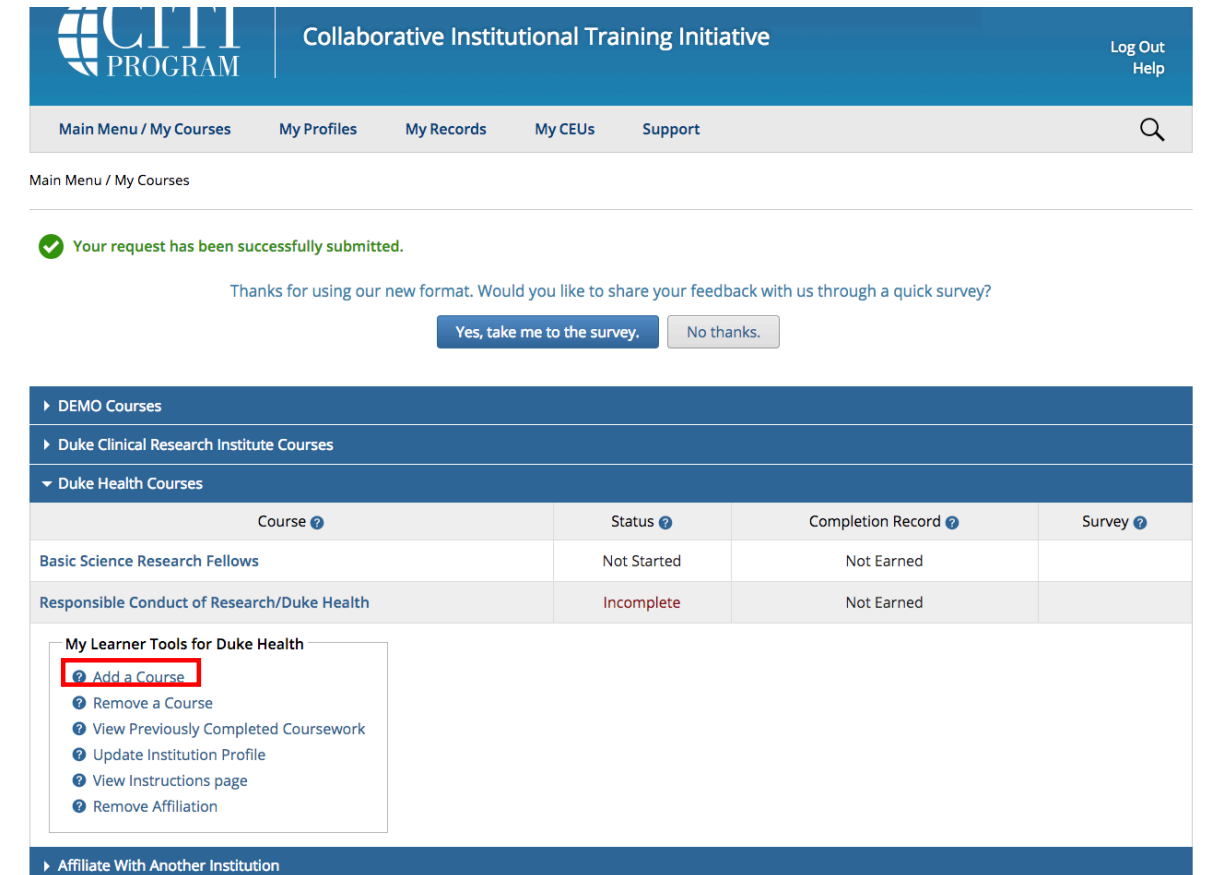
Note: if you have not previously registered with CITI, you will need to register and CITI will guide you through that process. Following registration, you will need to click on “Affiliate with Another Institution” and type “Duke Health” in the search bar. This will allow you to follow the steps as outlined below.

## 5. Select “Duke Health Courses” from the list.



The screenshot shows the CITI PROGRAM website header with the logo and the text "Collaborative Institutional Training Initiative". The navigation menu includes "Main Menu / My Courses", "My Profiles", "My Records", "My CEUs", and "Support". A search icon is visible in the top right. Below the header, there is a message: "Thanks for using our new format. Would you like to share your feedback with us through a quick survey?" with two buttons: "Yes, take me to the survey." and "No thanks.". Below this is a list of course categories: "DEMO Courses", "Duke Clinical Research Institute Courses", "Duke Health Courses" (highlighted with a red box), "Affiliate With Another Institution", and "Affiliate as an Independent Learner".

## 6. Click “Add a Course”.



The screenshot shows the CITI PROGRAM website header with the logo and the text "Collaborative Institutional Training Initiative". The navigation menu includes "Main Menu / My Courses", "My Profiles", "My Records", "My CEUs", and "Support". A search icon is visible in the top right. Below the header, there is a message: "Thanks for using our new format. Would you like to share your feedback with us through a quick survey?" with two buttons: "Yes, take me to the survey." and "No thanks.". Below this is a table with the following data:

Course ?	Status ?	Completion Record ?	Survey ?
Basic Science Research Fellows	Not Started	Not Earned	
Responsible Conduct of Research/Duke Health	Incomplete	Not Earned	

Below the table is a section titled "My Learner Tools for Duke Health" with a list of options: "Add a Course" (highlighted with a red box), "Remove a Course", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". Below this is a link: "Affiliate With Another Institution".

7. Choose the “Responsible Conduct of Research” learner group. Then, click “Next”.

Home > Add a Course

Select Curriculum - Duke Health (ID: 1415)

\* indicates a required field.

\* Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Do you conduct research with human subjects?  
Choose one answer

Yes - I conduct research with human subjects or I am required to take the Biomedical basic course.

No - I do not conduct research with human subjects.

Responsible Conduct of Research (RCR)

8. Choose “Responsible Conduct of Research/Duke Health”. Then, click “Next”.

Home > Add a Course

Select Curriculum - Duke Health (ID: 1415)

\* indicates a required field.

If you want to take the Responsible Conduct of Research (RCR) course, please make your selection below.  
Choose one answer

Responsible Conduct of Research/Duke Health

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

Responsible Conduct of Research for Engineers

Responsible Conduct of Research for Administrators

9. This will take you back to the Main Menu. You should see the “Responsible Conduct of Research/Duke Health” listed under “Courses”. Click the “Responsible Conduct of Research/Duke Health” link.

The screenshot shows the CITI PROGRAM website header with the logo and navigation links: Main Menu / My Courses, My Profiles, My Records, My CEUs, Support, and a search icon. Below the header, a green checkmark icon indicates a successful submission: "Your request has been successfully submitted." A survey prompt asks for feedback, with buttons for "Yes, take me to the survey." and "No thanks." The main content area displays a list of courses under "Duke Health Courses":

Course	Status	Completion Record	Survey
Basic Science Research Fellows	Not Started	Not Earned	
<b>Responsible Conduct of Research/Duke Health</b>	Incomplete	Not Earned	

Below the table, there is a section for "My Learner Tools for Duke Health" with links for "Add a Course" and "Remove a Course".


10. Before beginning the course, please complete The Integrity Assurance Statement.

The screenshot shows the CITI PROGRAM website header with the logo and navigation links: Main Menu / My Courses, My Profiles, My Records, My CEUs, Support, and a search icon. Below the header, the breadcrumb trail reads "Home > Course Responsible Conduct of Research/Duke Health". The main content area displays the course title "Responsible Conduct of Research/Duke Health - Basic Course" and the requirements to pass the course:

- Complete all 10 required modules
- Complete 2 of 6 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

The current score is displayed as "Your Current Score 100%". A message states "You have unfinished required or elective modules remaining". A red box highlights a button that says "Complete The Integrity Assurance Statement before beginning the course".

11. After completing The Integrity Assurance Statement, you will be guided through the required modules sequentially. There is a required order for modules and you will not be allowed to start a new module without completing the previous one. Then, you will be able to pick 2 electives from the 6 offerings listed on the page. Instructions are located within the red box on the screenshot below.

Main Menu / My Courses   My Profiles   My Records   My CEUs   Support   

[Home](#) > Course Responsible Conduct of Research/Duke Health

**Responsible Conduct of Research/Duke Health - Basic Course**

To pass this course you must:

- Complete all 10 required modules
- Complete 2 of 6 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score  
**100%**

You have unfinished required or elective modules remaining

Required Modules		
	Date Completed	Score
<a href="#">Introduction to RCR (RCR-Basic) (ID: 17009)</a>	26-Sep-2017	3/3 (100%)
<a href="#">Authorship (RCR-Basic) (ID: 16597)</a>	12-Jun-2017	5/5 (100%)
<a href="#">Collaborative Research (RCR-Basic) (ID: 16598)</a>	12-Jun-2017	5/5 (100%)
<a href="#">Conflicts of Interest (RCR-Basic) (ID: 16599)</a>	Incomplete	0/0 (0%)
<a href="#">Data Management (RCR-Basic) (ID: 16600)</a>	Incomplete	0/0 (0%)
<a href="#">Financial Responsibility (RCR-Basic) (ID: 16601)</a>	Incomplete	0/0 (0%)
<a href="#">Peer Review (RCR-Basic) (ID: 16603)</a>	Incomplete	0/0 (0%)