Getting Started with CITI
Responsible Conduct of Research (RCR) Tutorial Instructions
Office of University Research Compliance ♦ 223 Scott Hall ♦ 405-744-1676

Oklahoma State University subscribes to the Collaborative Institutional Training Initiative (CITI) as a component of our education efforts in the responsible conduct of research. The online training program titled *Responsible Conduct of Research* consists of several training courses from which you should choose the one most appropriate to your field or discipline. Refresher Courses are also available. Courses include instructional material, suggested readings, and short quizzes. You must earn a cumulative score of 80% to pass/complete a course. Quiz results are recorded and provided to you and to the Office of University Research Compliance. If you have <u>never</u> created an account through CITI, please follow the instructions below to register as a new user. Go to the CITI website https://www.citiprogram.org/

If you are an OSU employee or student and have an O-Key email account:
- Click on *Log in*, then Go to *Log in through my institution* (SSO-Single Sign On).
- Scroll down the list of institutions and click on *Oklahoma State University*.
- Enter your OSU email address ending with @okstate.edu and your O-Key password.
- Click on *Login* or hit the enter key.
- Choose the option: *I don't have a CITI Program account and I need to create one*.
- Click on the hyperlink *Click here to create a new CITI Program account*.
- You will be returned to the CITI Main Menu for Oklahoma State University Courses.

If you are NOT an OSU employee or student and do not have an O-Key email account:
- Click on *Register*.
- Type Oklahoma State University in the text box under *Select Your Organization Affiliation*. (<u>Do not select Oklahoma State University Center for Health Sciences.</u>) Click on *Continue to Step 2*.
- Complete Steps 2-6 as directed and continue to Step 7.

If you already have an account with CITI from another institution:
- Log in to your CITI account using your existing login information from the other institution.
- On the Main Menu select *Click here to affiliate with another institution*.
- Type Oklahoma State University in the text box under *Select Your Organization Affiliation*. (<u>Do not select Oklahoma State University Center for Health Sciences.</u>).

Everyone will follow the next steps:
- Click on *Add a Course or Update Learner Groups*. If you do not see this option, click on *Oklahoma State University Courses* and then click on *Add a Course or Update Learner Groups*.
- For Questions 1 – 3, select *not at this time* (unless you need to complete any of the listed courses).
- Skip Question 4 (unless you need to complete any of the listed courses).
- For Question 5, select the RCR course most appropriate for your field or discipline, unless you only need to complete the refresher course. If so, select *N/A* for Question 5.
- For Question 6, select *not at this time* unless you need to complete the refresher course in the responsible conduct of research. If so, select the course most appropriate for your field or discipline.
- For Questions 7 –10, select *no* or *not at this time* (unless you need to complete any of the listed courses). Click on *Submit*.
- You will be returned to a webpage that will contain the course(s) you have chosen.
- Complete the Integrity Assurance Statement, which you access via a hyperlink.

To take a course, click on the course name, which is a hyperlink. You do not have to complete all of a particular course in one sitting. You can exit the website and return another time to complete unfinished courses. Once a course is completed, print the completion report and keep a copy for your records. CITI will automatically notify the OSU Office of University Research Compliance of your completion results (pass/fail). If you have questions or need additional information on registering with CITI or affiliating with OSU, contact the Office of University Research Compliance at 405-744-1676.