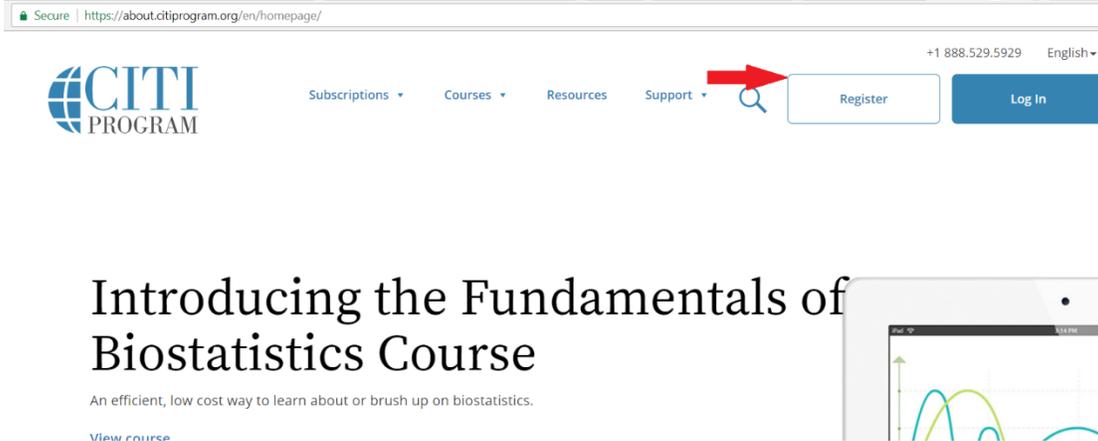


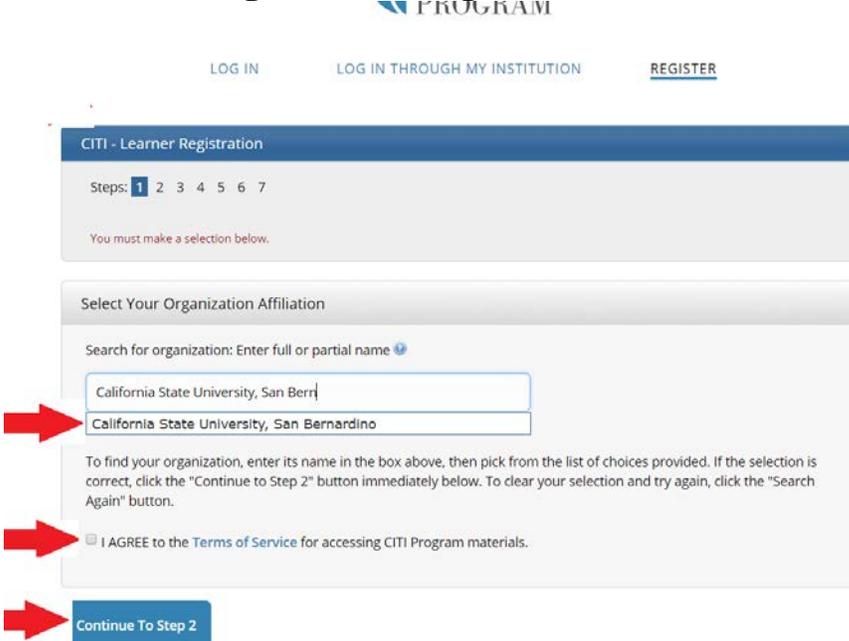
# CITI Training/Certificate Instructions

Welcome to Dr. Forcino's lab! Before you can begin work in the lab, you need to complete the CITI training. The training generally takes several hours but does not need to be done all in one sitting (you can start, save, and come back to it). This document provides instructions for completing the training.

1. Click on <https://about.citiprogram.org/en/homepage/>



2. Type in California State University, San Bernardino and click on it when it comes up. Click I agree and Continue to Step 2.



3. Answer the questions about your personal information and complete the steps.
4. Create Username and Password.
5. Click “No” for the CEU credit option.
6. After creating the account, check the box for human subject research.
7. Select Group 2: Social Behavioral Research Investigators and Key Personnel.



**Human Subjects Research**

Select the group appropriate to your research activities.

Choose one answer

- Group 1: Biomedical Research Investigators and Key Personnel
- Group 2: Social Behavioral Research Investigators and Key Personnel
- Institutional/Signatory Official
- IRB Reference Resource: All CITI modules are available for ongoing u

8. Click on the Social and Behavioral Responsible Conduct of Research Course box.

**Question 2**

## Responsible Conduct of Research

Please make your selection below to receive one of the courses in the

Choose all that apply

- Biomedical Responsible Conduct of Research
-   Social and Behavioral Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators

9. Scroll Down (Skip all other questions) AND click on **SUBMIT**

- a. The system will direct you to another screen and a green message will show that you have successfully submitted the request.
- b. You will also see the two courses that you will be taking, with the status: “Not Started”

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Collaborative Institutional Training Initiative  
at the University of Miami

Search Knowledge Base

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Main Menu

 **Your request has been successfully submitted.**

California State University, San Bernardino Courses

Course	Status	Completion Report
Social and Behavioral Responsible Conduct of Research	Not Started	Not Earned
Social Behavioral Research Investigators and Key Personnel	Not Started	Not Earned

My Learner Tools for California State University, San Bernardino

 Add a Course or Update Learner Groups

10. Click on “Social and Behavioral Responsible Conduct of Research.”

11. Click on “Complete The Integrity Assurance Statement before beginning the course.”

To pass this course you must:

- Complete all 12 elective modules
- Achieve an average score of 100% on all quizzes for the above

Your Current Score  
**0%**

You have unfinished modules remaining

 [Complete The Integrity Assurance Statement before beginning the course](#)

Elective Modules		
	Date Completed	Score
Responsible Conduct of Research (RCR) Course Introduction (ID: 1522)	Incomplete	0/0 (0%)
Research Misconduct (RCR-SBE) (ID: 1495)	Incomplete	0/0 (0%)
Data Management (RCR-SBE) (ID: 1523)	Incomplete	0/0 (0%)
Authorship (RCR-SBE) (ID: 1518)	Incomplete	0/0 (0%)
Peer Review (RCR-SBE) (ID: 1521)	Incomplete	0/0 (0%)
Entering (RCR-Interdisciplinary) (ID: 1250)	Incomplete	0/0 (0%)

12. Read the statements and click “I agree.” This will take you back to the above screen and you should see the sections highlighted in blue.

13. Click on each section until all are shown complete. You can do this at your own pace and can log back in later to finish. To do this, click on My Reports tab and complete the modules.

14. If you have any other questions you can visit this link for a how to guide:  
<http://citiprogram.desk.com/customer/portal/articles/>

[235747-how-to-demo-the-citi-program-courses](#)

15. When you are done, send the completion certificates as pdf files to Dr. Forcino at [sforcino@csusb.edu](mailto:sforcino@csusb.edu).
16. If you do not receive an email confirmation within 3 days, please send again.