**Instructions for Responsible Conduct of Research CITI Training**

1. Go to the CITI website at [www.citiprogram.org](file:///\\spartandrive\departments\COMPLIANCE-11503\Department\IRB\Documents\www.citiprogram.org)
2. If you do not have a CITI account, please click the register here link to create your account. If you need to create a new account, you will be asked a series of questions. Select University of North Carolina at Greensboro as the participating institution and enter all required name/address information. **NOTE**: UNCG now uses Single Sign-On, so you do not need a separate CITI username and password.
   * **NOTE**: If you are not affiliated with UNCG, please input 9 zeros when asked for your UNCG ID during the CITI registration process
3. If you are already registered, click "login through my institution", search for University of North Carolina at Greensboro, click on University of North Carolina at Greensboro, and login using your UNCG credentials
4. Once logged in, click the “My Courses Tab”, then “View Courses” next to “University of North Carolina at Greensboro Courses”
5. Once on the courses page, click “Add a Course” at the bottom of the page
6. Select Responsible Conduct of Research and click next.
7. Select the applicable RCR learner group and click next.
8. You will see “Responsible Conduct of Research” listed under “Active Courses”. Please click the module link to begin your training session.
9. A page will be brought up with the list of modules required for your course. You must complete the “Integrity Assurance Statement” before beginning the module. Once you begin your work you are free to complete the work at your own pace, with the ability to log off and return again without losing your completed work.