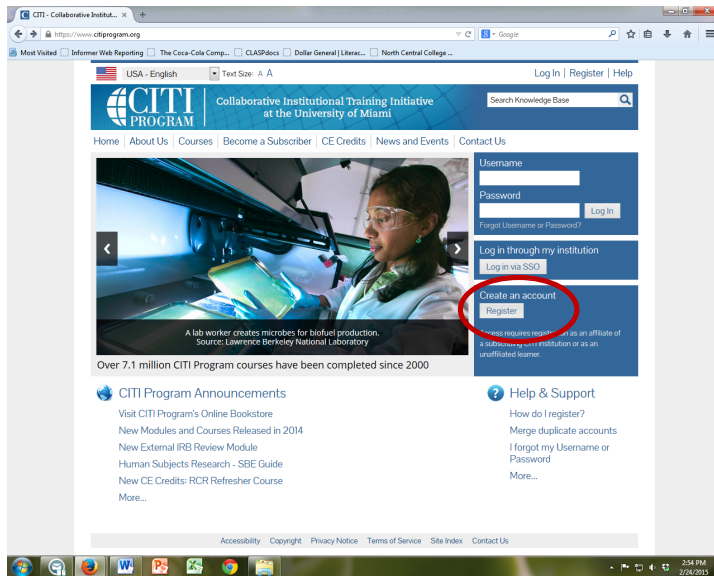


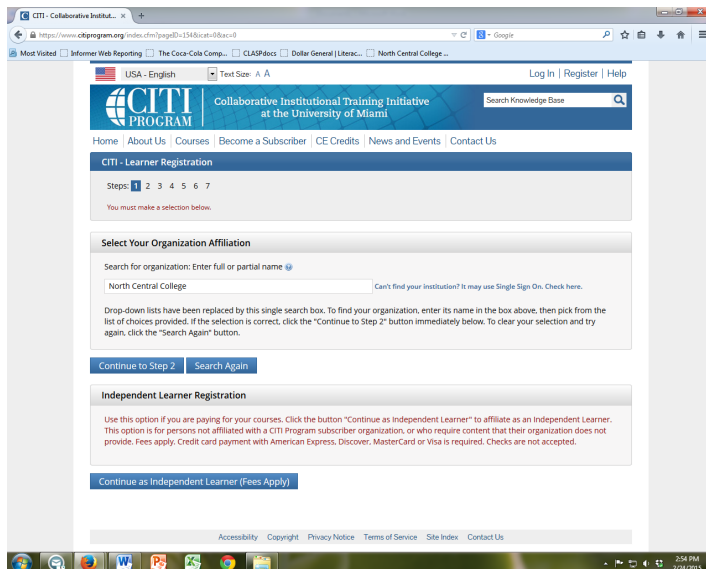
Responsible Conduct of Research (RCR) CITI Training

Student Learner Group

- 1) Go to <http://citiprogram.org>
- 2) Click **Register** under Create an Account



- 3) Type **North Central College** for organizational affiliation



4) Enter your personal information

The screenshot shows the 'CITI - Learner Registration - North Central College' page at Step 3 of 7. The page title is 'CITI - Learner Registration - North Central College'. The steps are numbered 1 through 7, with 3 being the current step. The page has a header with the CITI PROGRAM logo and navigation links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. Below the header is a search bar labeled 'Search Knowledge Base'. The main content area is titled 'Personal Information' and contains several text input fields: 'First Name', 'Last Name', 'Email Address', 'Verify email address', 'Secondary email address', and 'Verify secondary email address'. A note states: 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.' At the bottom of the form is a 'Continue to Step 3' button. The footer contains links for Accessibility, Copyright, Privacy Notice, Terms of Service, Site Index, and Contact Us.

5) Create your own username and password

The screenshot shows the 'CITI - Learner Registration - North Central College' page at Step 4 of 7. The page title is 'CITI - Learner Registration - North Central College'. The steps are numbered 1 through 7, with 4 being the current step. The page has a header with the CITI PROGRAM logo and navigation links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. Below the header is a search bar labeled 'Search Knowledge Base'. The main content area is titled 'Create your Username and Password' and contains several text input fields: 'User Name', 'Password', 'Verify Password', 'Security Question', and 'Security Answer'. A note states: 'Your username should consist of 4 to 50 characters. Your username is not case sensitive: "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.' Another note states: 'Your password should consist of 8 to 50 characters. Your password is case sensitive: "A12B34CD" is not the same as "a12b34cd".' A final note states: 'Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.' At the bottom of the form is a 'Continue to Step 4' button. The footer contains links for Accessibility, Copyright, Privacy Notice, Terms of Service, Site Index, and Contact Us.

6) Enter demographic information

The screenshot shows the 'CITI - Learner Registration - North Central College' page at Step 5 of 7. The page title is 'CITI - Learner Registration - North Central College'. The steps are numbered 1 through 7, with 5 being the current step. The page has a header with the CITI PROGRAM logo and navigation links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. Below the header is a search bar labeled 'Search Knowledge Base'. The main content area is titled 'Gender, Ethnicity and Race' and contains several radio button options: 'Female', 'Male', 'Transgender or Other', 'Prefer not to answer', 'Hispanic or Latino', 'Not Hispanic or Latino', 'Prefer not to answer', and 'American Indian or Alaska Native'. A note states: 'Why does CITI Program ask about your gender, race and ethnicity? Why does CITI Program use these categories?' At the bottom of the form is a 'Continue to Step 5' button. The footer contains links for Accessibility, Copyright, Privacy Notice, Terms of Service, Site Index, and Contact Us.

7) Select NO to receiving CEU credit

USA - English | Text Size: A A | Log In | Register | Help

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CITI - Learner Registration - North Central College

Steps: 1 2 3 4 **5** 6 7

* Indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes
At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

☐ Yes

No
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

☒ No

8) Complete additional information required by North Central College

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CITI - Learner Registration - North Central College

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by North Central College

* Indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

9) Under Question 3 on the Select Curriculum page, select RCR for Students

USA - English | Text Size: A A | Log In | Register | Help

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CITI - Select Curriculum

Steps: 1 2 3 **4** 5

Question 2
Please select below if you wish to enroll in the IRB Chair or Institutional/Signatory Official course.
Choose all that apply.

☐ IRB Chair
☐ Institutional/Signatory Official Human Subject Research

Question 3
Responsible Conduct of Research
Please make your selection below to receive the course in the Responsible Conduct of Research.
Choose one answer.

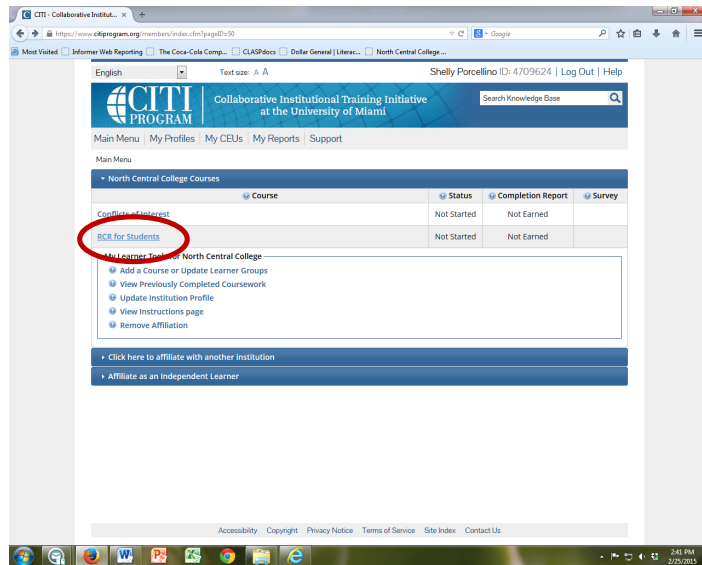
☒ RCR for Students
☐ RCR for Faculty
☐ RCR for IRB Members
☐ Not at this time.

Question 4
Conflict of Interest
Select below to enroll in the Conflicts of Interest course.
Choose all that apply.

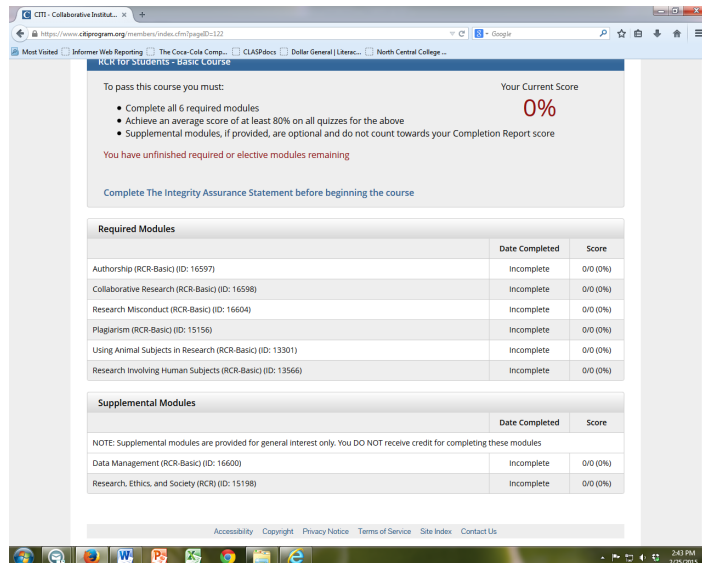
☒ Conflicts of Interest: required for IRB Members / optional for Faculty

Question 5

10) Click RCR for Student to begin the course



11) Complete BOTH the required and supplemental modules



12) Print two copies of the certificate of completion. Retain one for your records and submit one copy to your faculty mentor.