



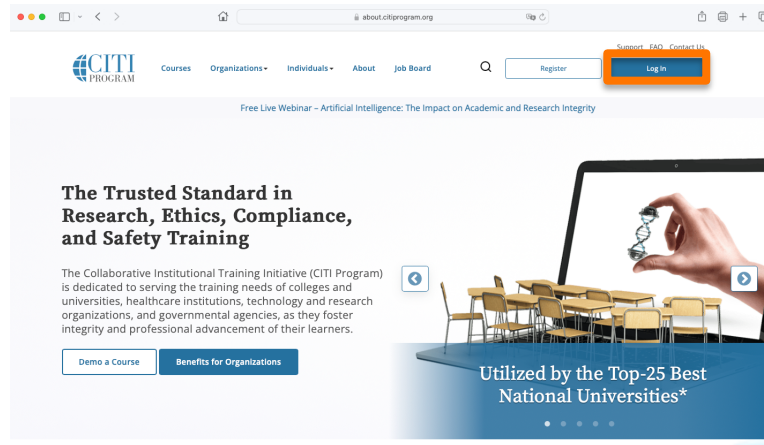
Job Aid to log into CITI to complete training

Purpose

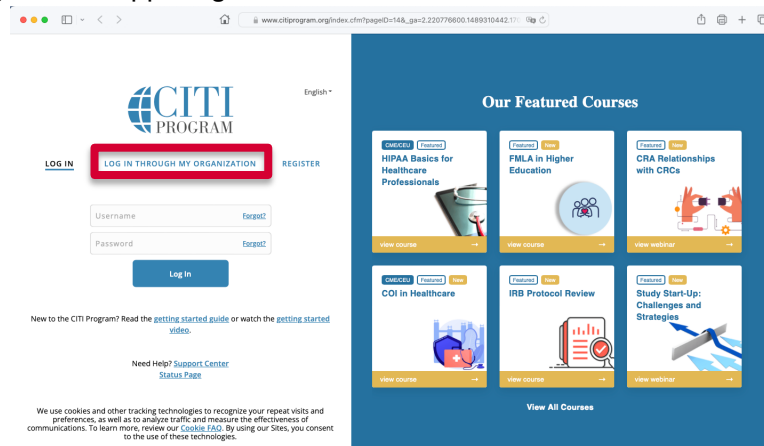
To provide guidance and instruction on how to log into CITI training prior to doing CITI Training.

Section

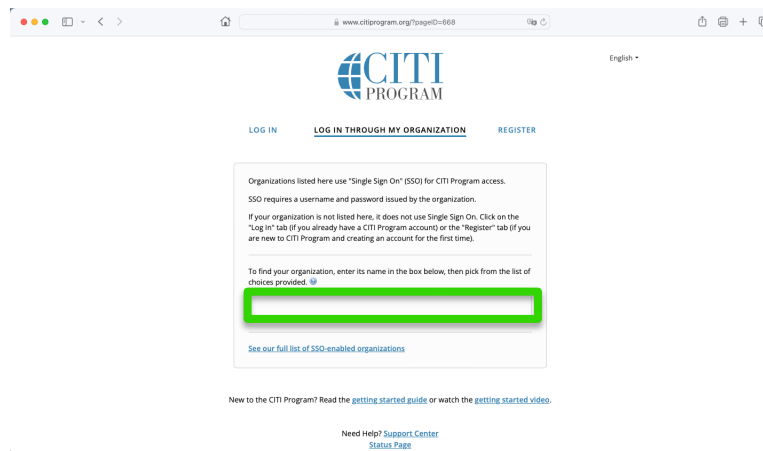
1. Go to CITI: <https://about.citiprogram.org>



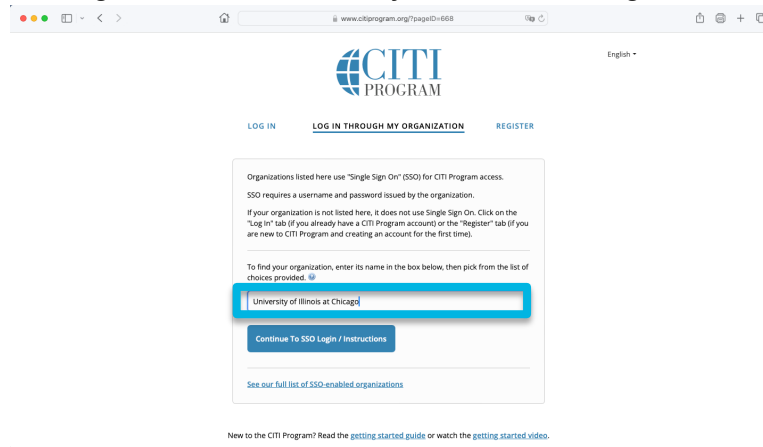
2. Select "Login" in the upper right corner.



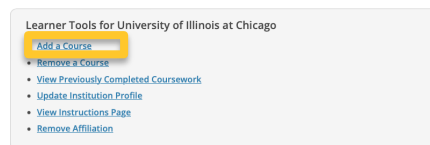
3. Choose "Log In Through My Organization".



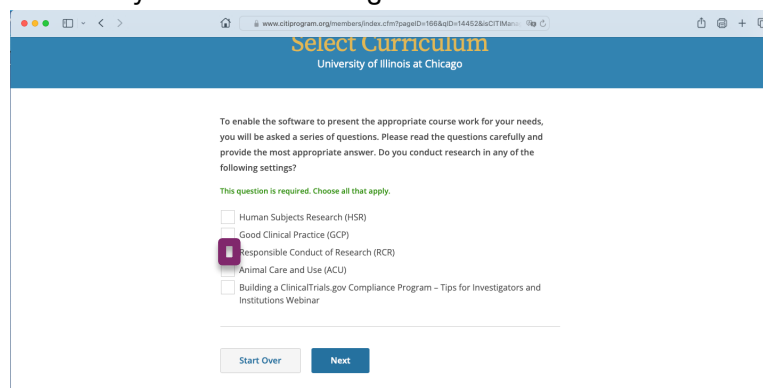
4. Type "Illinois Chicago" and select "University of Illinois at Chicago"




5. Select "Continue to SSO Login / Instructions": this should bring up UIC single sign on (SSO).
6. You should now be logged into CITI.



7. You should next see the options to add new course. Select "Add a Course" under Learner Tools for University of Illinois at Chicago.



8. Select the course category, Responsible Conduct of Research (RCR).
9. Scroll to find the course under "Course Ready to Begin." Select the "Start Now" box ().

Courses Ready to Begin

[Learner Tools](#)

University of Illinois at Chicago
Conflict of Interest
Stage 2 - Refresher Stage

0 / 4 modules completed

[Start Now](#)

10.

Select Curriculum
University of Illinois at Chicago

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer. Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

- ☐ Human Subjects Research (HSR)
- ☐ Good Clinical Practice (GCP)
- ☒ Responsible Conduct of Research (RCR)
- ☐ Animal Care and Use (ACU)
- ☐ Building a ClinicalTrials.gov Compliance Program - Tips for Investigators and Institutions Webinar

[Start Over](#) [Next](#)

11. Select "Next".

Select Curriculum
University of Illinois at Chicago

Responsible Conduct of Research Course Enrollment

Please select your RCR learner group below to be enrolled:

This question is required. Choose one answer.

- ☒ Biomedical Responsible Conduct of Research Course
- ☐ Social and Behavioral Responsible Conduct of Research Course
- ☐ Responsible Conduct of Research for Engineers
- ☐ Physical Science Responsible Conduct of Research

[Start Over](#) [Next](#)

12. Select the appropriate Responsible Conduct of Research for you and then "Next".

13. Scroll to find the course under "Course Ready to Begin." Select the "Start Now" box ([Start Now](#)).

Note that in this screen capture, the course is Conflict of Interest, but you should select the course that you wish to complete

Courses Ready to Begin

[Learner Tools](#)

University of Illinois at Chicago
Conflict of Interest
Stage 2 - Refresher Stage

0 / 4 modules completed

[Start Now](#)