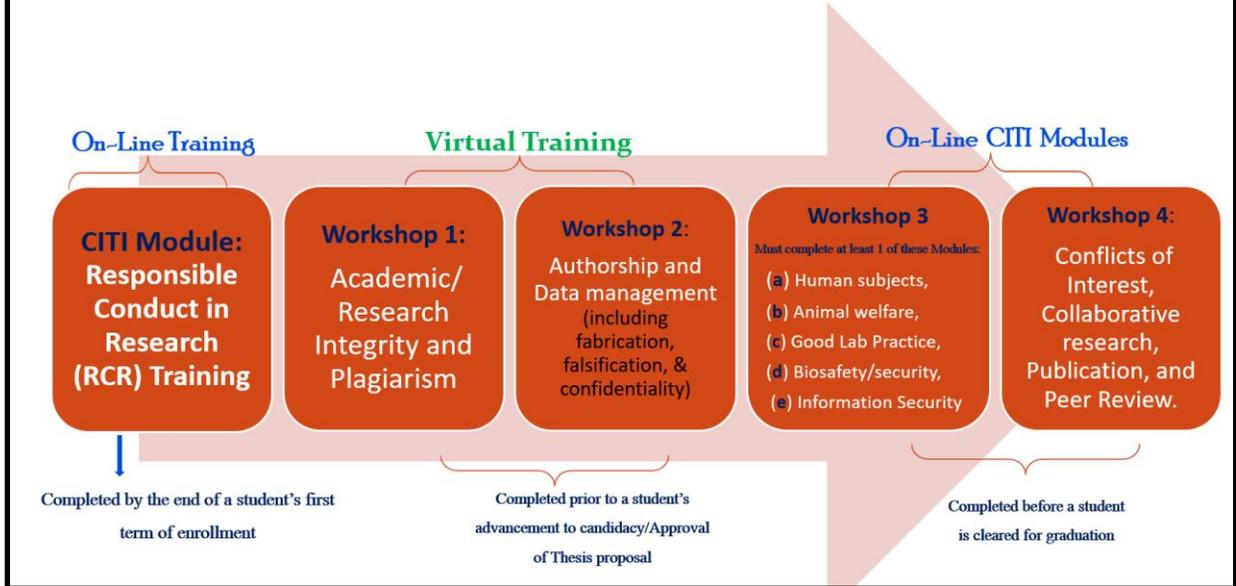


# GR. Policy # 62 Academic Integrity Training



## CITI Registration Tutorial for Responsible Conduct in Research (RCR) Training Course

1. If you have already created an account with a CITI Program username and password, click on the **LOG IN** tab and enter your credentials.

<https://about.citiprogram.org/en/homepage/>

**CITI PROGRAM**

English ▾

**LOG IN** LOG IN THROUGH MY INSTITUTION REGISTER

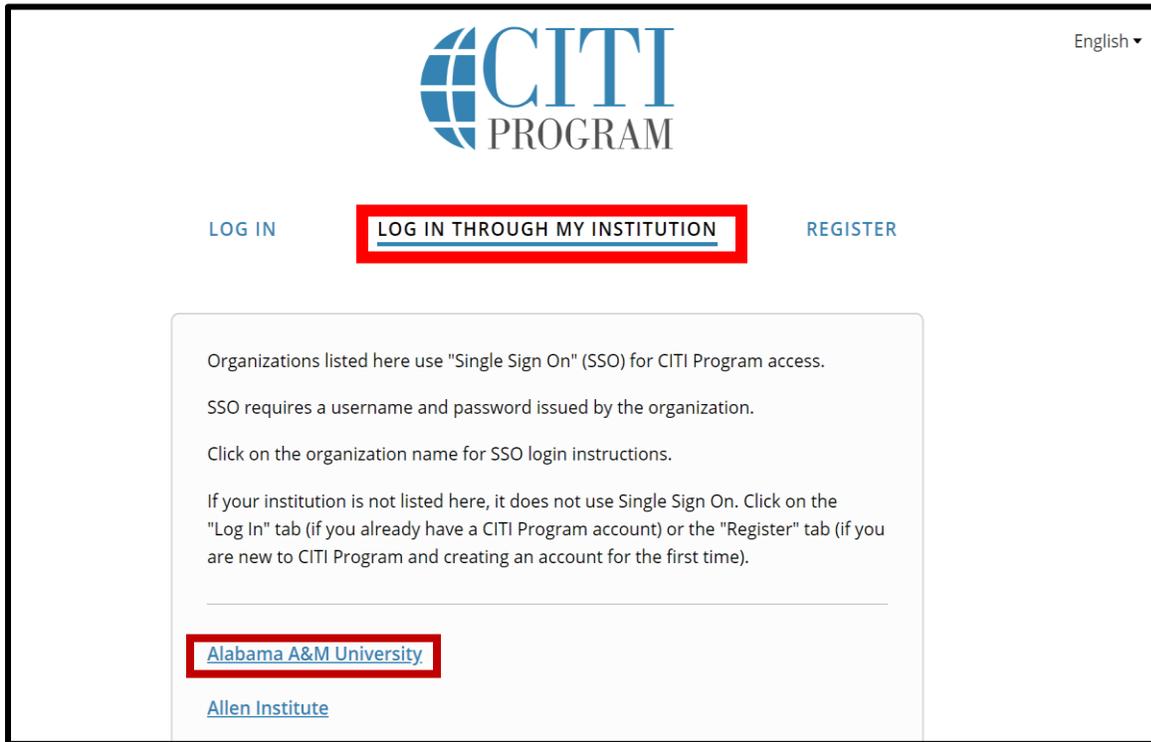
Username [Forgot?](#)

Password [Forgot?](#)

Log In

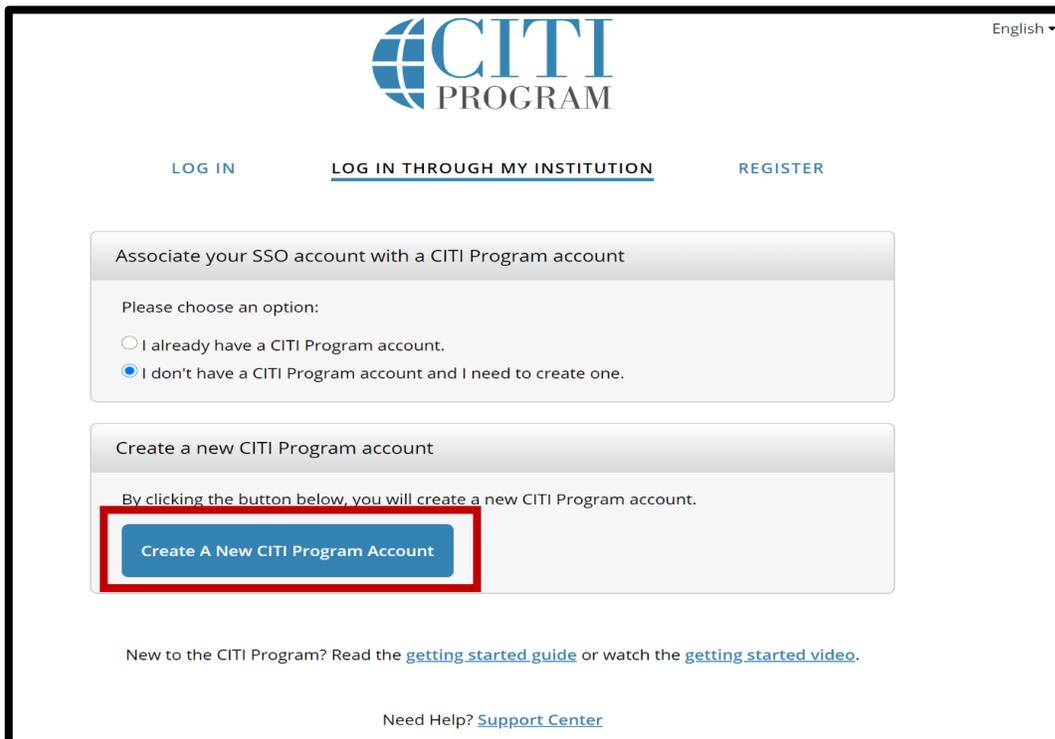
Need Help? [Support Center](#)

2. If you have not created an account with CITI Program, click on **LOG IN THROUGH MY INSTITUTION** and click on **Alabama A&M University**.



The screenshot shows the CITI Program login interface. At the top center is the CITI PROGRAM logo. In the top right corner, there is a language dropdown menu set to 'English'. Below the logo, there are three navigation buttons: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION' (highlighted with a red box), and 'REGISTER'. A large white box contains instructions for Single Sign On (SSO) access, explaining that organizations listed here use SSO and that users need a username and password issued by the organization. It also provides instructions for users whose institutions are not listed. At the bottom of this box, there is a list of institutions, with 'Alabama A&M University' highlighted by a red box and 'Allen Institute' listed below it.

3. Select the option **I don't have a CITI Program account and I need to login** and click the blue tab, **“Create a NEW CITI Program Account”**.



The screenshot shows the CITI Program account creation page. At the top center is the CITI PROGRAM logo. In the top right corner, there is a language dropdown menu set to 'English'. Below the logo, there are three navigation buttons: 'LOG IN', 'LOG IN THROUGH MY INSTITUTION' (highlighted with a red box), and 'REGISTER'. A large white box contains instructions for associating an SSO account with a CITI Program account. It asks the user to choose an option: 'I already have a CITI Program account.' (unselected) or 'I don't have a CITI Program account and I need to create one.' (selected with a blue radio button). Below this, there is a section for creating a new CITI Program account, with a blue button labeled 'Create A New CITI Program Account' highlighted by a red box. At the bottom of the page, there is a link to the 'getting started guide' and a link to the 'getting started video'. At the very bottom, there is a link to the 'Support Center'.

4. Select the “View Courses” Tab across from Alabama A&M University

The screenshot displays the CITI PROGRAM user interface. At the top left is the CITI PROGRAM logo. A navigation menu includes 'Courses' (highlighted with a red box), 'Records', 'CEUs', and 'Support'. A search icon and a user profile dropdown for 'Sample Learner ID 1928054' are on the right. A blue banner below the navigation contains a welcome message 'Welcome, Sample' with links for 'Add Institutional Affiliation' and 'Purchase Independent Learner Courses'. To the right of the banner are two circular statistics: '16 Courses Completed' and '8 Years of Membership'. The main content area is titled 'Institutional Courses' and contains a paragraph explaining that institutional courses are available to learners with affiliations. Below this, there are three rows of options for affiliations. The first row shows 'Alabama A&M University' with a blue 'View Courses' button highlighted by a red box. The second row asks 'Would you like to affiliate with another Institution?' with an 'Add Affiliation' button. The third row asks 'Would you like to remove an existing affiliation?' with a 'Remove Affiliation' button.

**CITI PROGRAM** **Courses** Records CEUs Support Search Sample Learner ID 1928054

Welcome, Sample  
[Add Institutional Affiliation](#)  
[Purchase Independent Learner Courses](#)

16 Courses Completed 8 Years of Membership

## Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Alabama A&M University **View Courses**

Would you like to affiliate with another Institution? **Add Affiliation**

Would you like to remove an existing affiliation? **Remove Affiliation**

5. Next you will need to add the RCR Training Course to your account. Click on the tab, *Add a Course*

Show Courses for: Alabama A&M University ▼ [Institution List](#)

Alabama A&M University

 You are not enrolled in any courses for this institution.

[Add a Course](#)

6. You **MUST** answer questions **5, 6, and 13** in this section and leave all other questions blank unless you are required to complete any of the other courses based on your individual situation. Scroll down to **Questions 5** and select either your **college** or your status as a **student** or **research administrator**.

Question 5

**Responsible Conduct of Research**

Please make your selection below to receive the courses in the Responsible Conduct of Research.

- College of Agricultural, Life & Natural Sciences
- College of Business and Public Affairs
- College of Engineering, Technology & Physical Sciences
- College of Education, Humanities, and Behavioral Sciences
- Students
- Research Administration
- Not at this time.

7. Scroll down to **Questions 6** and select Yes or No depending on whether you need to complete the Conflict of Interest Training or not.

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## Question 6

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Would you like to take the Conflicts of Interest course?

**This question is required. Choose one answer.**

Yes

No

8. Scroll down to **Question 13, if still valid**, select **YES** or **NO**, and click **SUBMIT**.

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## Question 13

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COVID-19: Back to Campus (Fall 2020)

I wish to access the course *COVID-19: Back to Campus (Fall 2020)*

**NOTE:** Access to this course will terminate on 1 October 2020.

**This question is required. Choose one answer.**

Yes

No

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9. Your RCR Course is now ready to begin. Click **START NOW** to begin your Course.

 You are now enrolled in the course(s) you selected.

Show Courses for: Alabama A&M University  [Institution List](#)

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Alabama A&M University

**Active Courses** [Learner Tools](#)

You have no active courses for this Institution.

**Courses Ready to Begin** [Learner Tools](#)

Alabama A&M University  
College of Agricultural, Life & Natural Sciences **RCR**  
Stage 1 - Basic Course

0 / 10 modules completed

[Start Now](#)

10. You can View your completion report under the Completed Courses. Click **View-Print-Share Records** to access and print or share your Course Certificate.

**Completed Courses** [Learner Tools](#)

Alabama A&M University  
College of Agricultural, Life and Natural Sciences  
Stage 1 - Basic Course  
[Post-Course Survey](#) 

Passed 14-Sep-2018

[Review Course](#) [View - Print - Share Record](#)

11. You can **Add** or **Remove** Courses to/from your profile by using the learners tools below. Click **Add** or **Remove Course** to begin the process.

## Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

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### Learner Tools for Alabama A&M University

- **Add a Course**
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

For additional information, please contact the Office of Research Compliance  
Voice Mail: 256-372-5729; Email: [research.compliance@aamu.edu](mailto:research.compliance@aamu.edu)

Web site: <https://www.aamu.edu/about/administrative-offices/sponsored-programs/research-compliance/index.html>

