ACCESSING CITI PROGRAM ONLINE RCR COURSES

CITI Program online RCR courses are available at the CITI website (link below). Accessing CITI courses requires a CITI user-ID and password, which can be obtained via a registration process the first time you visit the site. If you have used CITI before, and already have a CITI user-ID and password, you will usually still need to update your "profile" to get access to the needed RCR courses.

1. Go to the CITI Program site at http://www.citiprogram.org. Recommended browsers are Chrome, Firefox, and Internet Explorer (v6 or later).

2. First time using CITI Program?

    a. Click on the "Register here" link on the home page.

    b. Affiliate with the "University of Miami / Jackson Health System" (drop-down selection) and answer the other required questions. ***Do not use the "Public Access" affiliation or affiliate with any institution other than UM/JHS, or you may not receive credit for the course(s) you take.***

    c. Answer the other registration questions that request information about you. ***Be sure your registration profile includes a correct C-number**, or you may not receive credit for the course.*** Your C-number is requested twice for verification.

    d. During the registration process, through responses to a series of questions, you will indicate that you want to take an RCR course, and also indicate which discipline-focused version of RCR you want to take (choices are: Biomedical, Social/Behavioral, Humanities, Physical Sciences, Engineering). The disciplinary versions are very similar, but your school, college or department will tell you if it has a requirement for this choice.

3. Used CITI Program previously?

    a. Log in using your previous credentials. If you've forgotten your user-ID or password, click on the "Forgot login information" link. A message will be sent to the email address you had previously registered, indicating how to recover your user-ID or password.

    b. In most cases, an RCR course is not already listed in your "gradebook" (course menu), so you will need to update your UM/JHS learner profile to add it. To do this, click on the link "Add a course or update your learner groups for University of Miami / Jackson Health System" (look for a blue question-mark "?" icon).

c. Be sure to select the appropriate discipline-focused RCR course (choices: Biomedical, Social/Behavioral, Humanities, Physical Sciences, Engineering). These versions are very similar, but your school, college or department will tell you if it has a required selection.

d. ***Either before you start the course, or after you complete it, confirm that your CITI user profile has includes a correct C-number**, or you may not receive credit for the course.*** To access your profile and update it as necessary, click on the link "Update my profile information for University of Miami / Jackson Health System" (another blue "?" icon).

4. Complete the assigned RCR course modules as your schedule permits. You can start and stop at any time, completing modules as your schedule allows.

5. ***After completing the course, print a Completion Report to bring to the live class, if you are required to attend one***. Click on the "Print" link, in the "Completion Report" column next to the course you've completed. Completion Reports are reported electronically to UM administrators, but the printed document is useful to confirm completion in the event any question arises about your records.

Most UM schools, colleges and departments require completion of CITI's online RCR classes before attending a live RCR class. If this is the case with your program, you may not be admitted to the live class without proof of completion of the CITI course (by presenting a printed CITI completion report).

Contact the CITI Help Desk at 305-243-7970 or citisupport@med.miami.edu if you need assistance with registration or any other aspect of CITI Program content use. If you have questions about RCR, look at the FAQ section at http://www.miami.edu/rcr.

** **Don't remember your C-number?** Go to https://myum.miami.edu and click on "View UM ID number" in the "Personal and Biographical Info" section (right lower part of screen).