CITI Compliance – Registration Instructions for Responsible Conduct in Research
Go to the CITI website: [http://www.citiprogram.org](http://www.citiprogram.org)

**Note:** This is a 3rd party website and cannot be accessed with your miners login.

Existing users and or returning users login here

New users click here to register
Please complete the registration steps (1-7) to complete your profile/account setup on the CITI website.

Select An Institution

* Indicates a required field.

Choose your institution from the appropriate dropdown menu. Choose only one institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions

University of Texas at El Paso

Veterans Affairs

Department of Energy

HIV/AIDS Network Coordination (HANC)

Please select “University of Texas at El Paso” in the “Participating Institutions” drop-down.

Click “Continue to Step 2” at bottom.
Enter first name, last name and email information.

Click on “Continue to Step 3” below
Please create a **memorable** username and password for ease of returning to this training site.

Choose your desired security question and answer.

Click “Continue to Step 4”
### Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity?  
Why does CITI Program use these categories?  
Why does CITI Program ask about your gender?  
* Indicates a required field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Your Gender Is:</td>
<td>- Male</td>
</tr>
<tr>
<td></td>
<td>- Female</td>
</tr>
<tr>
<td></td>
<td>- I would rather not disclose</td>
</tr>
<tr>
<td>* Your Ethnicity Is:</td>
<td>- Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td>- Not Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td>- I would rather not disclose</td>
</tr>
<tr>
<td>* Your Race Is:</td>
<td>- American Indian or Alaska Native</td>
</tr>
<tr>
<td></td>
<td>- Black or African American</td>
</tr>
<tr>
<td></td>
<td>- Asian</td>
</tr>
<tr>
<td></td>
<td>- Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>- White</td>
</tr>
<tr>
<td></td>
<td>- I would rather not disclose</td>
</tr>
</tbody>
</table>

Continue to answer registration questions.  
Click “Continue to Step 5” below
CITI Registration Instructions
New User Registration (cont’d)

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

If you answer "yes", you will be provided with information before you start a CEU-eligible course about the CEU credits available for that course, information about the course authors, and other required CEU disclosures. This information must be viewed in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will not see information about the CEU credits available for courses before you start them, and you will be ineligible for CEU credit for these courses. You can change this preference at any time using an "Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later:

☐ Yes  ☐ No  ☐ Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to receive appropriate Pre- and Post-Course Information relevant to the kind(s) of CEU credit that you may require.

☐ AMA PRA Category 1 Credits  ☐ Nurses (CNE Credits)
☐ Other  ☐ Psychologists (CEP Credits)

* Can CITI Program contact you at a later date regarding participation in research surveys?

☐ Yes  ☐ No  ☐ Not sure. Ask me later

Click on the desired Continuing Education Unit (CEU) credit options, if interested in receiving credits. This is not required for RCR training. Click "No" or "Not sure. Ask me later" for your answer, if not interested in CEU credits.

Answer CITI survey question. Not related to RCR training.

Click “Continue to Step 6”
Please provide the following information requested by University of Texas at El Paso

* indicates a required field.

**Language Preference**

- English

**Institutional email address**

paydirtpete@utep.edu

**Gender**

- Male

**Highest degree**

- Ph.D.

**Department**

- Metallurgical and Materials Engineering

**Role in research**

- Principal Investigator

**Address Field 1**

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Please fill-out the required information pertaining to UTEP.

**Note:** Please use your UTEP E-mail for the “Institutional email address”.

Click on “Continue to Step 7” below
CITI Registration Instructions
Select Curriculum

The curriculum selection page will display several training options that have been setup for UTEP. Please select only the “Responsible Conduct in Research” option to proceed. The next page will provide the different RCR courses available.

* Please choose the appropriate course path(s) based on your research needs:

- [ ] Responsible Conduct in Research (RCR)
- [ ] Biosafety/Biosecurity
- [ ] Human Subjects Research
- [ ] Health Information Privacy and Security (HIPS)

Please select “Responsible Conduct in Research (RCR)” checkbox and click “Next”
Select your RCR training course. Please choose the option closest to your area of research. If the option is not clear, default to the area related to your home college/department.

Click “Next”
CITI Registration Instructions
Registration Validation

CITI - Learner Registration

Your registration with University of Texas at El Paso is complete. You must make a selection below to continue.

- Affiliate with another institution
- Finalize registration

Click on “Finalize registration”

Check email inbox for confirmation and implement steps specified in the email.

CITI - Learner Registration Complete

Thank you. You will receive a confirmation email from citiprogram-noreply@med.miami.edu which will include the next step in finalizing your registration. Please check your spam folder for this email and if you have any questions or need assistance, contact CITI Support at citisupport@med.miami.edu
CITI Registration Instructions
Registration Validation (cont’d)

Thank you for registering with the Collaborative Institutional Training Initiative (CITI Program).

To confirm your email address and complete your registration, please click on the link below:
https://www.citiprogram.org/index.cfm?pageID=10&common_emailtag=common.comnote-15551727

Thank you
Collaborative Institutional Training Initiative (CITI Program)

Click on link in email to compete registration.
Click on “here” in confirmation page to login to your CITI account.

Thank you. Your email has been validated and your registration complete. Click here to log into your CITI account.
CITI Registration Instructions
Main Menu

Start your course...

Main Menu

University of Texas at El Paso Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Conduct of Research for Engineers</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
</tbody>
</table>

My Learner Tools for University of Texas at El Paso

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click here to view specific instructions related to UTEP research trainees.

Click here to affiliate with another institution

Office of Research and Sponsored Projects
**CITI Registration Instructions**

**Main Menu**

View/Print your completion report…

Click on “Print Report” to view or print your completion report.

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<table>
<thead>
<tr>
<th>University of Texas at El Paso Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Responsible Conduct of Research for Administrators</td>
</tr>
</tbody>
</table>

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**Click here to affiliate with another institution**

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Office of Research and Sponsored Projects
Benefits to CITI:
• Web Based training site available anytime and anywhere where internet is available.
• Eliminates 3 annual institutional training modules
• Renewal training required every 3 years
• Use is free to UTEP user community
• Comprehensive training site for UTEP research community that is developed out of the collective wisdom of 200+ institutions across the nation.
• UTEP research community is compliant with Federal, UT System, and UTEP policies, regulations, and rules.
• Trainees have the option to print their completion report/certificate, any time, from any place.
• Certification or completion report is transferable, and is accepted by other institutions as verification of training.
Please contact us at:

utepresearchtraining@utep.edu

for any questions or concerns regarding the UTEP-CITI compliance training requirement