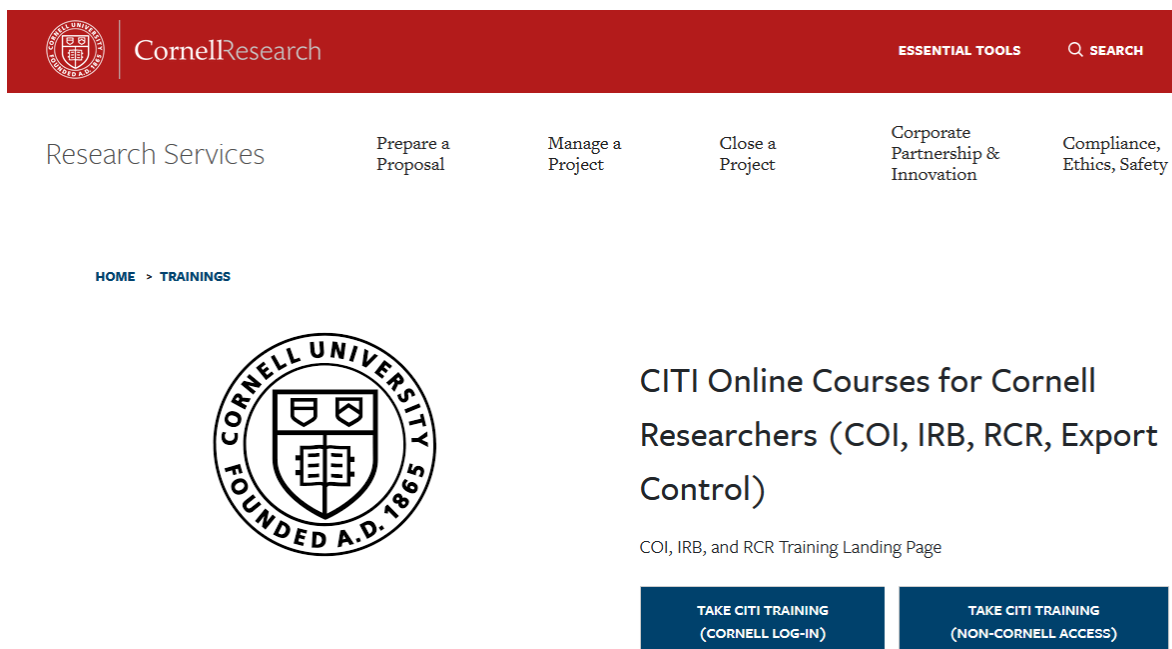


Guide to Accessing CITI Training for Cornell Researchers

1. Go to the [“CITI Online Courses for Cornell Researchers”](https://researchservices.cornell.edu/training/citi-online-courses-cornell-researchers-coi-irb-rcr-export-control) page on the ORIA website, found at this link: <https://researchservices.cornell.edu/training/citi-online-courses-cornell-researchers-coi-irb-rcr-export-control>.

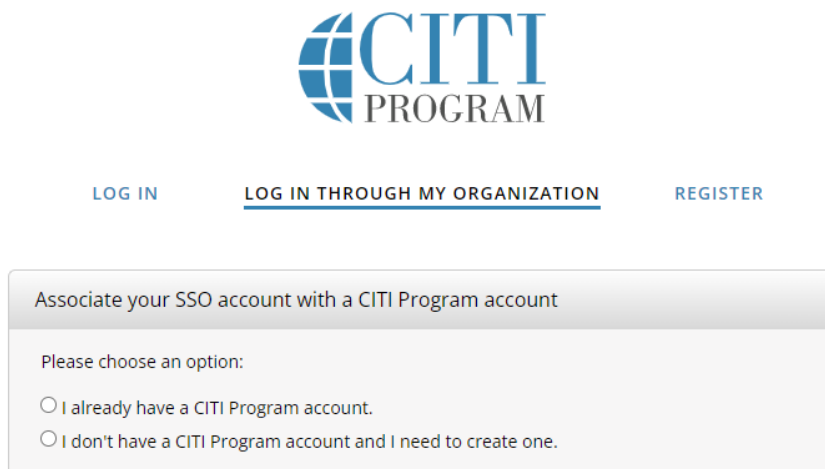


The screenshot shows the Cornell Research website interface. At the top is a red navigation bar with the Cornell University logo, the text "CornellResearch", and links for "ESSENTIAL TOOLS" and "SEARCH". Below this is a white navigation menu with links: "Research Services", "Prepare a Proposal", "Manage a Project", "Close a Project", "Corporate Partnership & Innovation", and "Compliance, Ethics, Safety". A breadcrumb trail reads "HOME > TRAININGS". The main content area features the Cornell University seal on the left and the title "CITI Online Courses for Cornell Researchers (COI, IRB, RCR, Export Control)" on the right. Below the title is the subtitle "COI, IRB, and RCR Training Landing Page" and two blue buttons: "TAKE CITI TRAINING (CORNELL LOG-IN)" and "TAKE CITI TRAINING (NON-CORNELL ACCESS)".

2. Click on the button that is relevant to your situation:
 - a. “Take CITI Training (Cornell Log-in)” is for individuals who are affiliated with Cornell University and can log-in through with the Single Sign On (SSO) system.
 - b. “Take CITI Training (Non-Cornell Access)” is the option for individuals who are not affiliated with Cornell and do not have a Cornell University sign-on.

Accessing CITI Training (with Cornell Log-in)

3. If you are logging on through Cornell for the first time, you will be asked if you need to associate your SSO account with a CITI Program account.





[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [REGISTER](#)

Associate your SSO account with a CITI Program account

Please choose an option:

I already have a CITI Program account.

I don't have a CITI Program account and I need to create one.

4. Choose the correct answer.
 - a. If you have previously taken CITI Program training and would like to have the IRB staff be able to access your training history, you should select 'I already have a CITI Program account'. Once you have logged in, make sure to add Cornell University as an affiliation ([directions here](#)).
 - b. If this is your first time taking CITI Program training, you should select 'I don't have a CITI Program account and I need to create one.'
 - i. You will be asked which institution you are a member of: enter and select 'Cornell University.'
 - ii. You will then be prompted to use the Cornell SSO system to log in: it will take you back to the "CITI Online Courses for Cornell Researchers" page from Step 1.
 - iii. Click the Cornell Log-in button again, and it should log you in through the SSO. Now you should be able to Access Courses ([directions here](#)).





[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [REGISTER](#)

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗉

[See our full list of SSO-enabled organizations](#)

Accessing CITI Training (Without a Cornell Log-in)

3. You will be directed to the CITI Program main page: <https://about.citiprogram.org>. Click on Register, in the top-right corner.



4. Follow directions to register for CITI Training.

- a. Step 1: Select your organization affiliation – type and select ‘Cornell University’ through the text box. Agree to the Terms of Service and Privacy Policy, and affirm that you are an affiliate of Cornell University. Because you do not have a Cornell University sign-on, click on ‘Create a CITI Program account.’

- b. Complete the rest of Steps 2-6, clicking the buttons at the bottom of the page to continue on to the next steps. CITI provides plenty of clear guidance regarding each question, but if you have concerns with the best way to answer the questions, you can reach out to the CITI Support Staff at support@citiprogram.org or the Cornell IRB Staff at irbhp@cornell.edu.
- c. In Step 6, you will be asked which course you plan to take: **no matter how you answer, you can take any of the courses that Cornell University offers through CITI.**
- d. In Step 7, you will be asked to ‘Select Curriculum.’ This is asking you to choose which specific Cornell training courses you will be taking. You do not need to answer every question: you

can select only the courses you are taking, scroll to the bottom of the page, and click 'Complete Registration.' Later, you will be able to add any other courses you'd like to take.

5. Accessing Courses

Once you have logged in, you should be on the 'My Courses' page – you can confirm this at the top of the screen.

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](#).

Cornell University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

- You can **change the language** in the top-right corner.
- You can **access all of your completion records** under 'My Records,' at the top of the screen. The course completion data for every account affiliation, previous and present, is there.
- You can **edit your profile** by clicking on the light-blue drop-down menu in the top-right corner of the screen: the menu should read your name and your CITI Program ID number. You can drop down the menu, then click on 'Profiles,' then 'Edit Profile' under the first heading, 'Member Profile.' Here, you can edit your name, password, security question, and e-mail addresses.

If you selected and logged in through a pre-existing CITI account, you should add an affiliation with Cornell University.

1. Next to the 'Would you like to affiliate with another Institution?' question, click 'Add Affiliation.'
2. Type 'Cornell University' in the box and select it.

3. Click the check-boxes to confirm that you agree to the Terms of Service, and that you affirm that you are an affiliate of Cornell.
4. You should now be able to access Cornell University CITI Training courses.

To Add and Access Courses:

1. From the 'My Courses' page, click 'View Courses' next to where it says 'Cornell University.'
2. You will be taken to a screen showing you all Active Courses, Courses Ready to Begin, and Completed Courses. Any courses that you have been assigned within the system will be under 'Courses Ready to Begin.'

Cornell University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Cornell University
Export Compliance
Stage 1

0 / 1 modules completed

[Start Now](#)

Completed Courses [Learner Tools](#)

Cornell University
Full Course on RCR for Biomedical Sciences
Stage 1 - RCR
[Post-Course Survey](#) ⓘ

Passed 11-Jul-2022

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

3. Scroll to the bottom of the page, to a box titled 'Learner Tools for Cornell University.' Click on the 'Add a Course' link.

Learner Tools for Cornell University

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

4. This will navigate you to the 'Select Curriculum' page. Here, you can select the courses you are required to take. You do not need to answer every question: you can select only the courses you are taking, scroll to the bottom of the page, and click 'Submit.'
5. You will be brought back to the page with your Active, Ready to Begin, and Completed Courses. The course you just added will be under 'Courses Ready to Begin.'

Select Curriculum

Cornell University

CITI Course Selection

The following online courses are available for Cornell students, faculty, and staff. You may enroll in one or more courses, and can complete them in any order. You do not need to answer every question - you can select only the courses you are taking, scroll to the bottom of the page, and click "Submit."

Each course may contain multiple "modules." To successfully complete a course, you must complete and pass the tests for each module.

The available course series are:

1. IRB (Human Participant Research)
2. GCP (Good Clinical Practice)
3. RCR-Full (Full Course on Responsible Conduct of Research)
4. RCR-Short (Short, Foundational Course on Responsible Conduct of Research)
5. COI (Financial Conflict of Interest Related to Research)
6. IPS (Information Privacy Security)
7. Export Compliance
8. Undue Foreign Influence: Risks and Mitigations
9. Essentials of Research Administration

For Assistance

- If you require **technical support**, contact CITI support at support@citiprogram.org.
- If you are unsure how to answer certain questions **during the registration process**, contact the department that has assigned you the training.