



How To Register for RCR Training

Overview

This guide provides an overview of how to register for Responsible Conduct of Research (RCR) training through the [Collaborative Institutional Training Initiative](#) (CITI) platform. It is strongly recommended that all students, staff, and faculty who plan on conducting research register and complete RCR training.

Important Information:

- RCR training must be completed before conducting NSF-supported research and before funding can be awarded.
- To access the CITI platform, you will be leaving the SCU website for a site controlled by a third party not affiliated with Santa Clara University. SCU is not responsible for any different contents and policies on third party sites.

To Register You Need:

1. Stable Internet connection
2. Access to a computer or mobile device
3. Adequate time to complete all steps for RCR training (approx. 2 hours)

Steps to Register for New Users:

1. Go to the [CITI webpage](#). (You can also access this page by clicking the “**RCR Training Through CITI**” button).

[RCR Training through CITI](#) »



2. Select **Register** in the upper right corner.

The screenshot shows the top navigation bar of the CITI Program website. The 'Register' button is highlighted with a yellow box. Below the navigation bar is a newsletter subscription prompt. The main banner features the text 'The Trusted Standard in Research, Ethics, Compliance, and Safety Training' and 'Utilized by the Top-25 Best National Universities*'. The banner also includes a description of the CITI Program and two buttons: 'Demo a Course' and 'Benefits for Organizations'. The background image shows a hand holding a DNA helix over a classroom setting.

3. Click **“Select Your Organization Affiliation.”** Type Santa Clara University in the box provided and check mark all required boxes.

The screenshot shows the 'CITI - Learner Registration' form. The 'Steps: 1 2 3 4' indicator shows step 1 is active. The 'Select Your Organization Affiliation' button is highlighted with a yellow box. Below this button is the text: 'This option is for persons affiliated with a CITI Program subscriber organization.' The 'Independent Learner Registration' button is also visible, with the text: 'Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.'



- Complete all required fields under **“Personal Information.”** Use your school email to register.

CITI - Learner Registration - Santa Clara University

Steps: 1 2 3 4

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

[Continue To Step 3](#)

- On the next page, create a **username** and **password**.

CITI - Learner Registration - Santa Clara University

Steps: 1 2 3 4

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

[Continue To Step 4](#)



6. Fill out the following required boxes. Skip the “**Connect your ORCID ID**” prompt.

CITI - Learner Registration - Santa Clara University

Steps: 1 2 3 4

* indicates a required field.

Would you like to connect your ORCID® ID to your CITI Program account? ⓘ

Connect your ORCID ID

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

Yes

No

Finalize Registration

7. Select “**No**” when prompted to choose whether or not to register for CE credits. The screen will advance to a page that says “**Affiliate with an Institution**”.

CE/CMEs

Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

YES
At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

NO
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase **after** you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.

Submit



- Fill out the information requested by Santa Clara University such as providing your school email address.

Affiliate with an Institution

Santa Clara University

[Home](#) > [Profiles](#) > Affiliate with an Institution

i Please provide the following information requested by Santa Clara University.

Fields marked with an asterisk (*) are required.

Language Preference

English

Institutional email address *

We recommend providing an email address issued by Santa Clara University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Santa Clara University officials identify your learning records in reports.

teststudent@scu.edu

Verify Institutional email address *

teststudent@scu.edu

Highest degree *

High school

Employee Number

Department



9. Scroll down and click on “**Role in human subjects research**”. Select from the dropdown menu the option that best aligns with your role in the research. Most students should select “**Student Researcher - Undergraduate.**”

Role in human subjects research *

- ✓ ...
- Clinical Researcher
- Interviewer
- IRB administrator
- IRB Chair
- IRB Member
- Pharmacist
- Principal Investigator
- Co-Investigator
- Recruiter
- Statistician
- Study nurse
- Study Coordinator
- Site Coordinator
- Social Worker
- Research Assistant
- Data manager
- Compliance Officer
- IACUC Administrator
- IACUC Chair
- IACUC Member
- Institutional Official
- Lab. Research Staff
- Research Administrator
- Research Fellow - Post Graduate
- Research Integrity Officer
- Student Researcher - Graduate level
- Student Researcher - Undergraduate**
- Veterinarian

10. Scroll down more to see the “**Which courses do you plan to take?**” box. Select the **Responsible Conduct of Research** checkbox.

Which course do you plan to take? *

- ✓ ...
- Basic Human subjects - Biomedical
- Basic Human Subjects - Social & Behavioral Focus
- Basic Human Subjects - Biomedical & Social & Behavioral Focus
- Biosafety / Biosecurity
- Good Clinical Practice
- Health Information Privacy and Security (HIPS)
- Laboratory Animal Welfare
- Responsible Conduct of Research**
- Refresher Course - Biomedical Research
- Refresher Course - Social and Behavioral Research
- Other



11. Select the “**Responsible Conduct of Research**” box on the “**Select Curriculum**” page.

Select Curriculum

Santa Clara University

Please choose one learner group below based on your role and research activities you will conduct.

This question is required. Choose all that apply.

- Human Subjects
- Animal Care & Use
- Responsible Conduct of Research
- Financial Conflict of Interest
- Biosafety
- U.S Export Controls

If your registration was completed successfully, you will see a **Welcome** page with your name and the following statement: **Your registration has been completed successfully**. The course will now appear under “**Active Courses**” and you can begin completing the modules.

Welcome, Catalina

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

0 Courses Completed

1 Day of Membership

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

✔ Your registration has been completed successfully.

Show Courses for: Santa Clara University

Institution List

Santa Clara University

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.



**** INSTRUCTIONS FOR EXISTING CITI USERS ****

- Go to the [CITI Webpage](#) and log in.
- On the “**Welcome**” page, click on “**View Courses.**”
- Scroll down to “**Learner Tools for Santa Clara University**” and click on “**Add Course**”
- Check the **Responsible Conduct of Research** box and the course will appear under “**My Courses**”.

Follow-Up Information:

- Visit Santa Clara University’s [Office of Research Compliance and Integrity](#) and Integrity for more information.
- Please contact the Director of Research Compliance and Integrity, at (408)-554-5591 for any questions
- Completion of RCR training should be valid for approx. two years.

Tips for Success:

- Refer to the CITI Program’s [Support Page](#) for a more detailed tutorial on how to get started
- Existing users should head straight to the “**Welcome**” page to manually add the necessary course.
- Save your password to make the login process easier.

**** Visual Credits ****

University, S.C (n.d.a). Responsible Conduct of Research. *Responsible Conduct of Research - Santa Clara University*,
www.scu.edu/provost/research/research-compliance-and-integrity/responsible-conduct-of-research/.

Research, Ethics, Compliance, and Safety training. (n.d.a). *CITI Program*,
<https://about.citiprogram.org/>