Instructions for CITI Learners at Princeton University

Step 1: Register or Log In

- Click "**Registe**r" or "**Log In**" at https://www.citiprogram.org
- Click "**Log In Through My Institution**"
- Select **Princeton University** in the list of institutions. If you don't affiliate with Princeton, you will have to take the course again.
- Log in with your **Princeton NetID** through the Princeton University Central Authentication Service portal.
- **You must use your <u>Princeton NetID</u> to receive credit.**

Step 2: Select Courses

- Click on "**View Courses**" or "**Add A Course**" for Princeton University
- Select the appropriate course accordingly (i.e. if you are taking responsible conduct of research (RCR) training, select the appropriate course in the RCR section and select No in the Conflict of Interest and Human Subjects sections.)
- Press Submit.

Step 3: Complete courses

- Click on "**Start Now**," "**Continue**," or "**Review Course**" to enter the course modules.
- Complete the required modules and quizzes. The minimum passing aggregate score is 80% for RCR and human subjects and 65% for COI.
- The RCR and human subjects courses will require ~4-6 hours to complete. The COI course will take ~1 hour to complete. You are encouraged to use multiple log on sessions.
- Print or download a **Course Completion Report** as evidence that you have met the training requirement. A copy will be sent automatically to Princeton University. You can log back in to print the completion report later.

Questions?

- Technical issues should be addressed to citisupport@med.miami.edu, 888.529.5929.
- If you have questions regarding your requirements, please contact the appropriate person:
  - RCR: your academic departmental representative
  - Human Subjects: irb@princeton.edu
  - COI: Bob Scalese, Sr. Compliance Administrator, 609.258.3105, scalese@princeton.edu

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