



Grand Canyon University  
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## Grand Canyon University Student CITI Training Modules

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## Registration

First, go to [www.citiprogram.org](http://www.citiprogram.org) and click "Register."



**STEP 1:** Type Grand Canyon University to select your organization affiliation, check the boxes for the Terms of Service, Privacy Policy, and Affiliate of GCU. Click "Continue to Create Your CITI Program Username/Password." **Note:** Do not use the Independent Learner Registration option.

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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

Grand Canyon University

Grand Canyon University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Grand Canyon University.

[Continue To Create Your CITI Program Username/Password](#)

**STEP 2:** Type in your personal information. Enter your first and last name, GCU email address, and then verify your GCU email address. Using a secondary email address is optional, but recommended. Click "Continue."

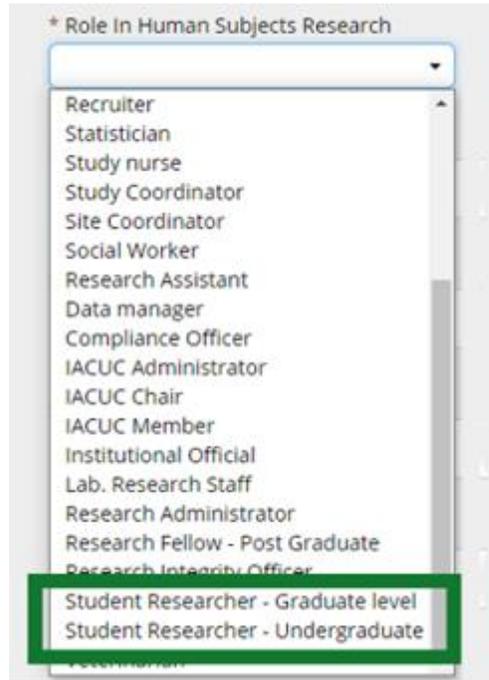
**STEP 3:** Create a username and password. Choose a security question and enter your answer. Click "Continue."

**STEP 4:** Enter or select your country of residence. Provide an answer regarding whether you would or would not like CITI to contact you after the end of your coursework.

**STEP 5:** Select Yes or No for CME/CEU credits (**Note:** GCU students will typically select "**NO**" unless Continuing Medical Education or Continuing Education credit is desired. An additional fee charged by CITI may be incurred and is the sole responsibility of the student, not GCU or its affiliates).

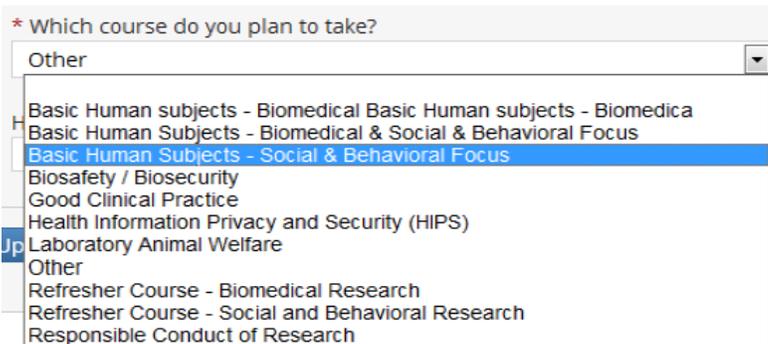
**STEP 6:** Complete the required fields marked by an asterisk (\*): your language preference, GCU email address, gender preference, highest obtained degree, and Student ID (If you do not know your Student ID number, please enter 0).

Select your "Role in Human Subjects Research" according to your program degree level (e.g., "Student Researcher - Graduate level" or "Student Researcher - Undergraduate").

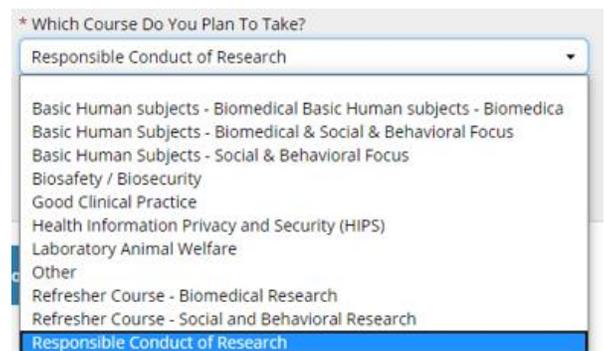


Provide your contact number in "Office Phone" (you can leave the "Home Phone" blank).

Select the course you plan to take (Graduate students usually select "Basic Human Subjects – Social and Behavioral Focus," while Undergraduates usually select "Responsible Conduct of Research"). Refer to your instructor as needed.



or



Click "continue" to proceed to the next step.

**STEP 7: SELECT CURRICULUM** - Refer to the instructions below according to your program level.

here to review the Grand Canyon University instructions page.'" data-bbox="174 75 820 263"/>

CITI - Learner Registration - Grand Canyon University

Steps : 1 2 3 4 5 6 7

### Select Curriculum

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

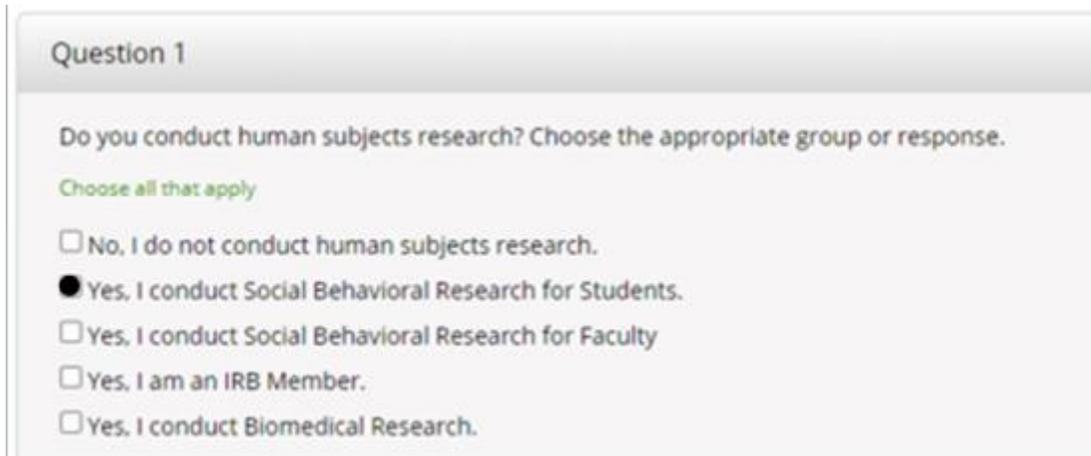
Click [here](#) to review the Grand Canyon University instructions page.

**FOR UNDERGRADUATE STUDENTS:**

Only Question #2 is required unless directed otherwise by your instructor. You should see **your course code** listed. Refer to your instructor as needed. Click "Complete Registration" to submit. Proceed to "**Logging in and Accessing Your Coursework**" in this document.

**FOR GRADUATE STUDENTS:**

**Question 1: MUST SELECT** "Yes, I conduct Social Behavioral Research for Students." This is whether the study falls under Exempt, Expedited, or Full Review.



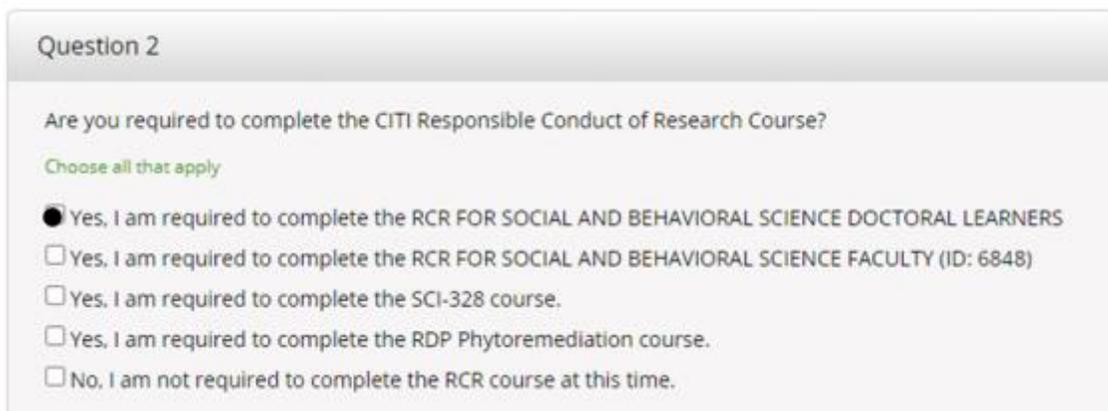
Question 1

Do you conduct human subjects research? Choose the appropriate group or response.

Choose all that apply

- No, I do not conduct human subjects research.
- Yes, I conduct Social Behavioral Research for Students.
- Yes, I conduct Social Behavioral Research for Faculty
- Yes, I am an IRB Member.
- Yes, I conduct Biomedical Research.

**Question 2: MUST SELECT** "Yes, I am required to complete the RCR for Social and Behavioral Science Doctoral Learners."



Question 2

Are you required to complete the CITI Responsible Conduct of Research Course?

Choose all that apply

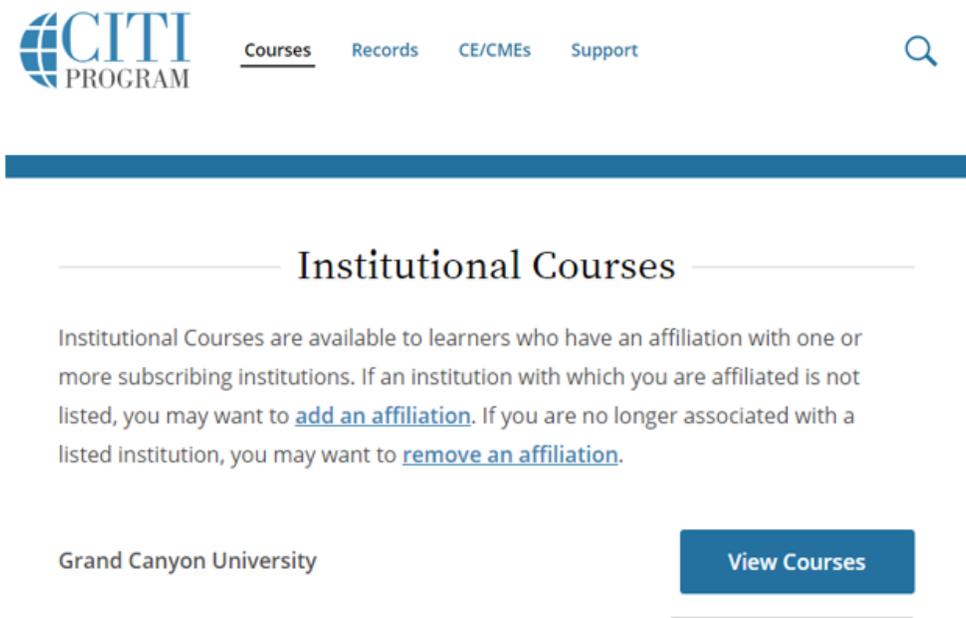
- Yes, I am required to complete the RCR FOR SOCIAL AND BEHAVIORAL SCIENCE DOCTORAL LEARNERS
- Yes, I am required to complete the RCR FOR SOCIAL AND BEHAVIORAL SCIENCE FACULTY (ID: 6848)
- Yes, I am required to complete the SCI-328 course.
- Yes, I am required to complete the RDP Phytoremediation course.
- No, I am not required to complete the RCR course at this time.

Click "Complete Registration" to submit then click "Finalize registration." Click on the drop-down menu next to Grand Canyon University Courses. You will be enrolled in two courses:

- **RCR FOR SOCIAL AND BEHAVIORAL SCIENCE DOCTORAL LEARNERS.** To pass this course, you must complete the 11 required modules.
- **STUDENTS IN SOCIAL/BEHAVIORAL RESEARCH (Basic Course).** To pass this course, you must complete all 18 required modules.

## Logging in and Accessing Your Coursework

Find the Log In button and enter your username and password. On the next screen, select "View Courses."



The following screen will display your Active Courses, Courses Ready to Begin, and Completed Courses. Selecting "Start Now" or "Continue Course" will allow you to start the modules within each course.

### **FOR UNDERGRADUATE STUDENTS:**

Complete the modules in sequence, the next module will not open until you pass the preceding one. Refer to your class assignment instructions and deadlines to become familiar with the expectations for successful completion.

### **FOR GRADUATE STUDENTS:**

Select the title **RCR FOR SOCIAL AND BEHAVIORAL SCIENCE DOCTORAL LEARNERS**, to start course. Click on **The Integrity Assurance Statement** before beginning the course. After reading and signing the Integrity Assurance Statement, access is granted to complete the 11 required modules. **Note:** After you have started the course, you can complete the modules at your own pace by logging back in to access course(s). You do not have to complete all modules in the course at one time.

Next, select the title **STUDENTS IN SOCIAL/BEHAVIORAL RESEARCH** to start next course. Click on **The Integrity Assurance Statement** before beginning the course. After reading and signing the Integrity Assurance Statement, access is granted to complete the eighteen (18) required modules. **Note:** After you have started the course you can complete the modules at your own pace by logging back in to access course(s). You do not have to complete all modules in the course at one time.

## Records View and Gradebook View

The "Records" view provides an overall, current score for each course. CITI Training provides a Completion Report upon successful completion of each course. Print and save a copy of each Completion Report for your records and to submit copies to your instructor.

Graduate Students will need these when you are ready to submit to IRB.

\*Please be sure to submit each completion record in the IRBNet (Institutional Review Board) application in order to conduct your dissertation research. You may return to the course site in the future to obtain a copy of the completion report.

**CITI Training Certification is valid for 5 years.**



CITI PROGRAM

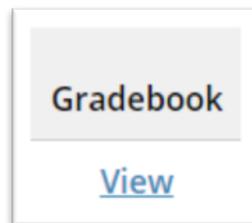
Courses Records CE/CMEs Support

Records  
Grand Canyon University (ID 875)

Show Records for: Grand Canyon University Show All

Grand Canyon University Records (ID 875)

Selecting "View" in the Gradebook column will take you back to the "Course" view of the required modules.



Required Modules			
Complete all 16 required modules.			
Modules	Completed	Score	
Example Module Title	15-Jul-2020	100%	Review 

## Proof of Scores

Your class assignment directions or instructor may ask for your individual quiz completion score to be submitted for credit. Take a screenshot capturing: your username and ID, the quiz results, and the date and time.

The screenshot displays a web interface for the Citi Program. At the top left is the Citi Program logo. To its right are navigation links: [Courses](#), [Records](#), [CE/CMEs](#), and [Support](#). A user profile dropdown menu is open, showing 'Username' and 'ID #####', both highlighted with an orange circle. Below this is a blue banner with the text 'Authorship (RCR-Basic)' and 'Grand Canyon University - SCI-328'. The main content area features the heading 'Quiz Results' and the message 'You correctly answered 5 of 5 quiz questions.', both highlighted with an orange circle. At the bottom is a Windows taskbar with various application icons and a system tray on the right showing the time '1:54 PM' and date '7/15/2020', also highlighted with an orange circle.