

## Directions to access the COI training module:

1. Go to the CITI Training site at <https://www.citiprogram.org>
2. If you already have registered for a CITI account, log in as usual and Click on and complete the [Responsible Conduct of Research \(RCR\) course](#).
  - a. **IMPORTANT:** If you already have a CITI account and you are from another institution. Sign in as usual and scroll down to the option that allows you to “Affiliate with another Institution”. You will need to affiliate with Thomas Jefferson University to complete the required Responsible Conduct of Research (RCR) course.
3. If you are new to CITI:
  - a. Scroll down the page and on right-hand side you will see “Create an Account,” click on the “Register” button.
  - b. A page will open and you will be asked to select your organization affiliation, type in Thomas Jefferson University. Then click “Continue to Step 2.”
  - c. Fill in your name and email address and click “Continue to Step 3.”
  - d. Create your User Name and Password.
  - e. Select your security question and provide your security answer. Click “Continue to Step 4.”
  - f. Fill in your gender, ethnicity and race. You can check off “prefer not to answer,” if you don’t wish to provide this information. Click “Continue to Step 5.”
  - g. The next page asks if you are interested in the option of receiving CEU credit for complete CITI Program courses. We recommend you check “No.” Indicate whether or not you are interest in participating in research surveys. Click “Continue to Step 6.”
  - h. Step 6 requires you to fill in Demographic information. When asked for your employee ID number, do not fill in the number on your photo ID. Your employee ID is the number that appears on your pay stub. You can obtain it from PeopleSoft or from your department administrator or timekeeper.
  - i. At the bottom, you will be asked which you course you plan to take. Click on [Responsible Conduct of Research \(RCR\)](#).
  - j. This page asks you to select your courses. Answer the questions as they apply to you. Be sure to check off your role under Question 5 for Conflicts of Interest. If you are not faculty or a department administrator, please choose Key Personnel. Scroll to the bottom and click Submit.
  - k. The next page will ask you to sign an agreement certifying that you are answering the questions to the best of your knowledge. Click Yes.

1. On the next page you will have access to your education module. Read the module. Take the quiz. You will receive a certification of completion via email from CITI.

If you experience any problems, please contact Janyce Lingo at 215-503-0758 or via [Janyce.lingo@jefferson.edu](mailto:Janyce.lingo@jefferson.edu).