

# Instructions for CITI Learners at Princeton University (Revised 1/14/13)

## Step 1: Register

- Click "Register Here" at <https://www.citiprogram.org>
- **If you do not select Princeton University in section 1, you will have to take the course again.**
- Complete the remaining sections and press Submit.
- **You must enter your "@princeton.edu" email in the "Institutional email address" box to receive credit.**
- Press Submit. You're now registered!

## Step 2: Select Course

- Log in at <https://www.citiprogram.org>
- Click on "Add a course or update your learner groups" 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 Course

- The red link ([Enter](#) or [Re-Enter](#)) will permit you to **Begin/Continue the Course**.
- Complete the required modules and quizzes.
- 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.
- The minimum passing aggregate score is 80% for RCR and human subjects and 65% for COI. If you want to improve your score, you may repeat any quiz in which you didn't score 100%.
- 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](mailto:citisupport@med.miami.edu), 305-243-7970.
- If you have questions regarding your requirements, please contact the appropriate person:
  - RCR: your departmental representative
  - Human Subjects: [irb@princeton.edu](mailto:irb@princeton.edu)
  - COI: Stu Leland, RIA Director, 609-258-3321, [sleland@princeton.edu](mailto:sleland@princeton.edu)