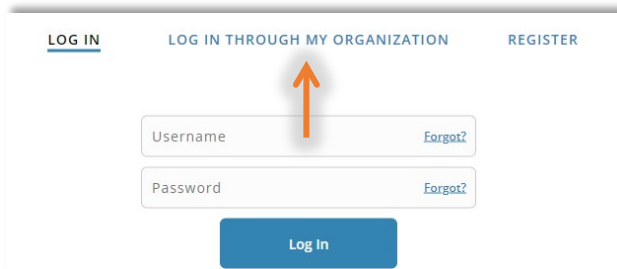


## Instructions for Accessing Responsible Conduct of *Research Training* in CITI

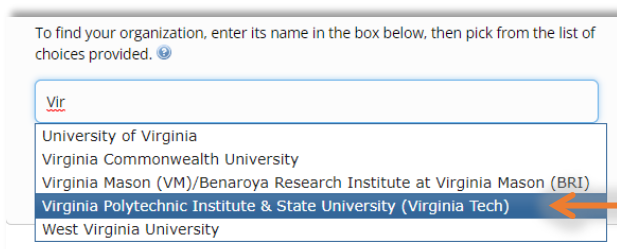
1. Go to the [CITI institutional login page](#).

Please note that if you log in to CITI through their main page (and not through the link above), you will first have to select *LOG IN* and then *LOG IN THROUGH MY ORGANIZATION*.



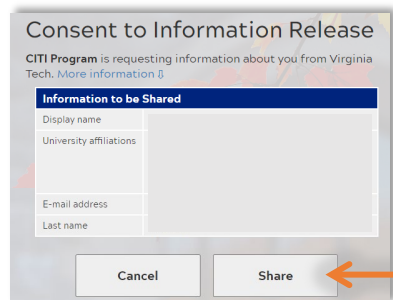
The screenshot shows the CITI login page with three tabs: **LOG IN**, **LOG IN THROUGH MY ORGANIZATION**, and **REGISTER**. Below the tabs are input fields for **Username** and **Password**, each with a [Forgot?](#) link. A blue **Log In** button is at the bottom. An orange arrow points to the **LOG IN THROUGH MY ORGANIZATION** tab.

2. Select *Virginia Polytechnic Institute & State University (Virginia Tech)* from the list and select *Continue to SSO Login/Instructions*.



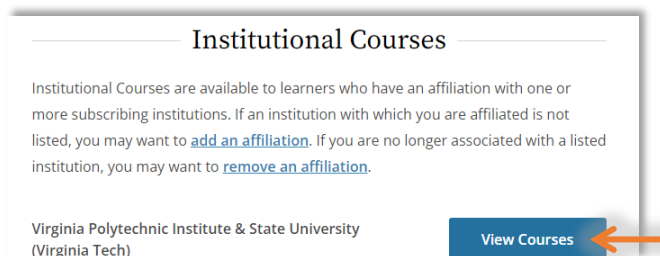
The screenshot shows a dropdown menu for selecting an organization. The text above the dropdown says: "To find your organization, enter its name in the box below, then pick from the list of choices provided." The search box contains "Vir". The list of options includes: University of Virginia, Virginia Commonwealth University, Virginia Mason (VM)/Benaroya Research Institute at Virginia Mason (BRI), **Virginia Polytechnic Institute & State University (Virginia Tech)** (highlighted with an orange arrow), and West Virginia University.

3. If you have not logged into CITI recently, you might need to enter your Virginia Tech login credentials and select *Share* on the Virginia Tech CAS login page.



The screenshot shows a "Consent to Information Release" form. It states: "CITI Program is requesting information about you from Virginia Tech. [More information](#)". Below this is a table titled "Information to be Shared" with columns for "Display name", "University affiliations", "E-mail address", and "Last name". At the bottom are **Cancel** and **Share** buttons, with an orange arrow pointing to the **Share** button.

4. Select *View Courses* from the *Institutional Courses* menu.



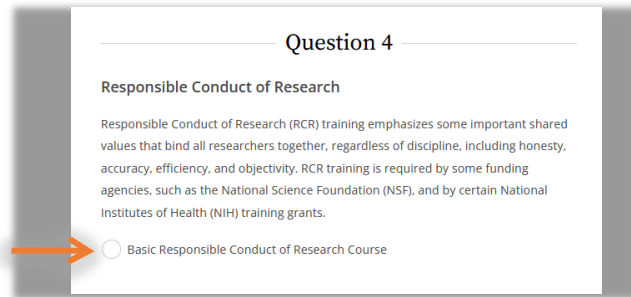
The screenshot shows the "Institutional Courses" page. It explains that institutional courses are available to learners with affiliations and provides links for [add an affiliation](#) and [remove an affiliation](#). At the bottom, it lists "Virginia Polytechnic Institute & State University (Virginia Tech)" and a blue **View Courses** button, with an orange arrow pointing to the button.

5. If you haven't started the training, click *Add a Course* at the bottom of the page.

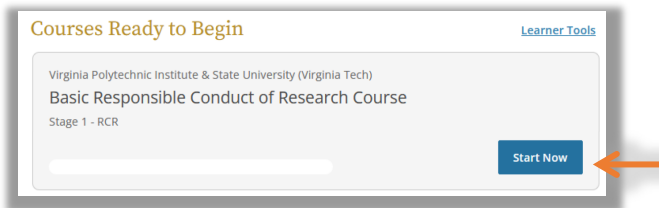


If you started but did not complete the training, you will be able to select it from your *Active Courses* near the top of the page.

6. Select *Basic Responsible Conduct of Research* under Question 4 and then click *Submit* at the bottom of the page.



7. Click *Start Now* in the *Courses Ready to Begin* menu.



After you agree to the terms, you are ready to complete the training, which consists of two required modules that take around an hour to complete. Please note that the refresher training, which is required every four years, consists of four modules and takes around 2 to 3 hours to complete.

## Questions?

For technical concerns, contact [CITI Support](#) (or 888-529-5929).

For questions about the training content or requirement, contact the Research

Integrity and Consultation Program at [integrity@vt.edu](mailto:integrity@vt.edu).