

You need to add 2 courses to your CITI account :

See the PDF “Citi Training Loading and Adding Courses” for detailed instructions / pictures of how to add courses

First you help the system determine which version of the courses you need:

- For the human subjects research course you answer question 1 as “social and behavioral research investigators” (see slide 6)
- For the responsible conduct of research course you answer question 2 as “Graduate Research Assistants” (see slide 7)
- You answer “no” or “not at this time” to the questions 3 – 6

This should put you in the correct “group” and you should see them on your screen as “courses ready to begin” with a big blue “start now” button.

## Courses Ready to Begin

[Learner Tools](#)

Southern Methodist University

**Graduate Research Assistants**

Stage 1 - Basic Stage

0 / 10 modules completed

[Start Now](#)

When you log in to the class you will see a list of “required” modules and a list of “supplemental” modules. You do need to complete all 10 of the required modules for each of these 2 courses. (There are many, many other modules you are not required to complete for the various questions to which you answered “no or not at this time” )

When you have completed all the required modules you will see a “congratulations message and a blue button to “view post-course completion options” (click this button)

✓ **Congratulations! You have completed this Course.**

[View Post-Course Completion Options](#)

Select “access your completion records” from the available options

Choose to “view/Print” your completion certificate

### Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores “frozen” at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)

[Copy Link](#)

### Completion Certificate

Completion Certificates are “diplomas” that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)

[Copy Link](#)

This opens a PDF “diploma” that you download and save as a PDF

Upload the correct PDF to each of the 2 assignments under the “coursework” tab in the LMS

The system will also send you an email that confirms completion with a link to get back to the certificate later.