CITI RCR Training Instructions

A. Log into CITI

To access an Existing CITI Account:

1. Click on the CITI Training icon to sign-on through the UCF portal (see linked icon above).
2. Enter your UCF NID and password.
3. Click "Sign On".

To create a New CITI Account:

1. Click on the CITI Training icon to sign-on through the UCF portal (see linked icon above).
2. Enter your UCF NID and password.
3. Click "Sign On" for direct access to CITI.
4. Click "Continue" to match your UCF Single Sign On (SSO) account with a CITI program account.
5. Select "I don't have a CITI Program account and need to create one".
6. Select "Click here to create a new CITI Program account". Your learner profile is automatically created.
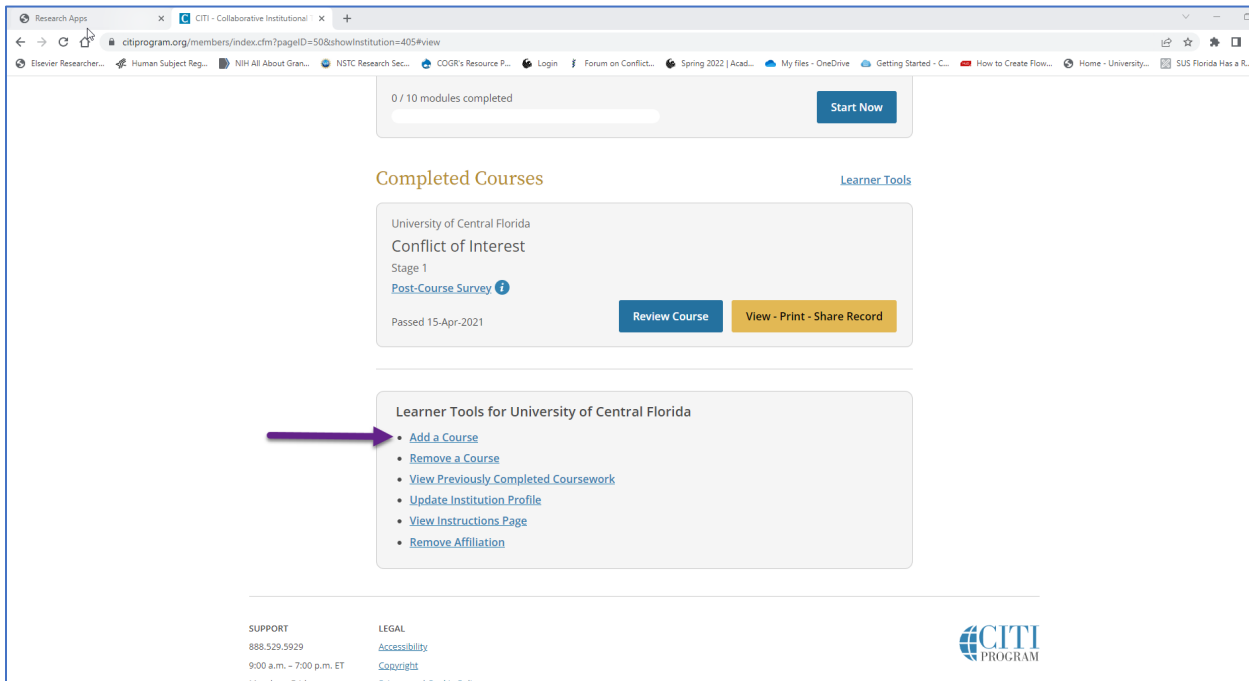
B. Enroll in the RCR Course

1. After logging into your CITI Program Account, click on "View Courses" for the University of Central Florida.

2. The course page will display active and completed courses.

3. Click on "Add a Course" in the learner tools section (towards the bottom of the page).

4. After selecting "Add a Course", you will be directed to answer course enrollment questions.

5. The RCR module enrollment is Question #3. To enroll in the RCR module, select the course that best fits your discipline/field of research.
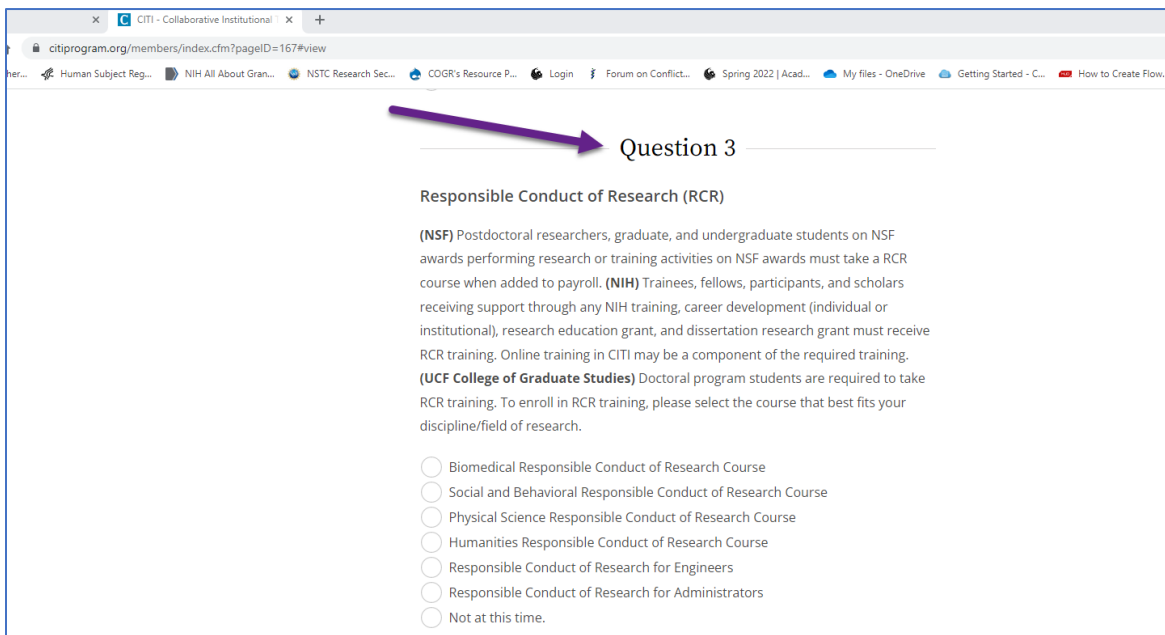
6. Select "Submit" at the bottom of the Enrollment Page.

C. Access the RCR Course

1. Navigate to the "My Courses" page.
2. The course should now display under the "Active Courses".

D. Complete the RCR Course

1. Complete the required modules in the course.

2. An average score of a least of 80% on all quizzes is required to complete the course.

3. Download your completion certificate:
   - Navigate to the "My Courses" page.
   - Scroll to the "Completed Courses" section.
   - Select the "View-Print-Share Record" option.
   - In the Completion Certificate section, select "View/Print".
   - Save the certificate as a PDF.

4. Email the completion certificate to rcr-ucf@ucf.edu.

Support

- For login support: Contact UCF Research Information Systems service desk at risservicedesk@ucf.edu.

- For technical issues within the CITI module: Contact support@citiprogram.org or (888) 529-5929.

- For questions regarding RCR training requirements: Contact rcr-ucf@ucf.edu or (407) 882-0122.