1. Go to https://www.citiprogram.org/. Click on the “Register” button in order to create an account.

2. Type “East Carolina University” into the “search for organization” box. Then click on the “continue to step 2” button.
3. Fill in your information as it requires. Then click the “continue to step 3” button.

4. Create a username and password as well as a security question and answer. Once completed, click the “continue to step 4” button.
5. Fill in the information as required, and then click the “continue to step 5” button.

6. Fill in the information regarding whether you would like to purchase your CITI credits for continuing education credits. Click “NO” unless you know otherwise that you will need continuing education credits. These are credits that are used for re-certification, such as in the instance of nurses, doctors, psychologists, social workers, etc.
7. Fill in the information as required. Then click the "continue to step 7" button.

8. Fill in the information. Be sure to select that you want Responsible Conduct of Research Training. Once finished, click the "complete registration" button.
9. Click the “finalize registration” button.

10. You are now registered through ECU to complete online Responsible Conduct of Research Training through the CITI module.

11. To get started, click to expand the “East Carolina University Courses” tab.
13. Click on the “Biomedical Responsible Conduct of Research Course 1” tab.

14. The top tells you the requirements you need to meet in order to successfully pass this CITI module. You must complete all **10 REQUIRED MODULES, 5 ELECTIVE MODULES**, and **SCORE at least 80% on ALL QUIZZES**.
15. Complete the “Integrity Assurance Statement” before you begin any modules. Click the link.
16. Agree to the terms of use in order to continue to the modules. Click submit.

17. Try to complete the online modules that correspond to this month’s training before Friday.
18. If you have any questions or need any help, please feel free to contact me (novake@ecu.edu). Good luck!