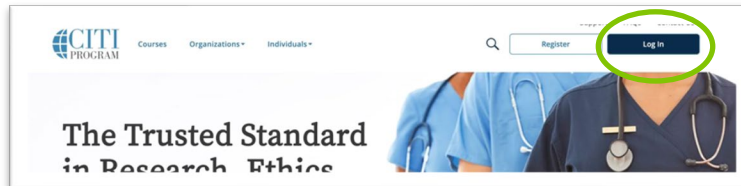


# CITI Program SSO Sign On Instructions and Adding RCR Training

## Registering for the First Time:

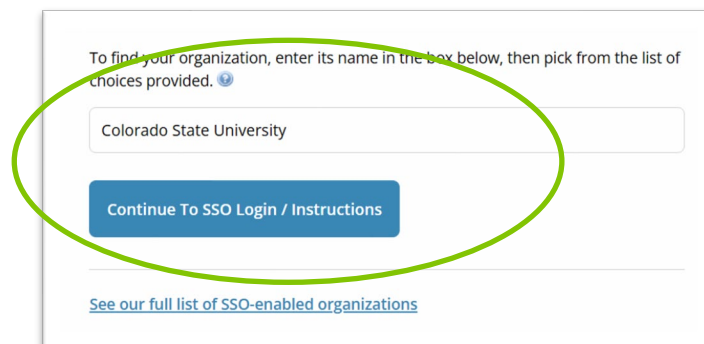
1. Go to the CITI Program website: <https://about.citiprogram.org/en/homepage/>
2. In the upper right-hand side of the homepage, you will see a choice Log In.



3. Select "Log In Through My Organization"



4. Search for Colorado State University, and select it from the list. Click "Continue to SSO Login/Instructions"



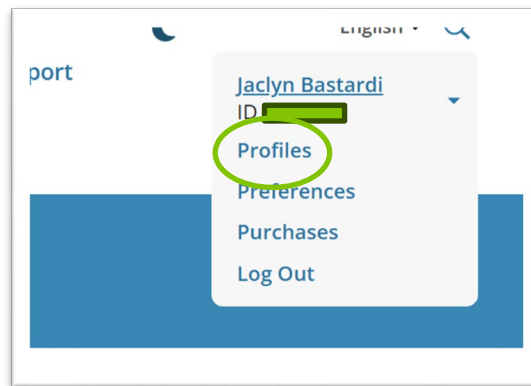
5. Log in with your CSU eID and credentials.



## If You Have an Existing Account:

You will need to follow the instructions below to associate your non-CSU account with your CSU eID.

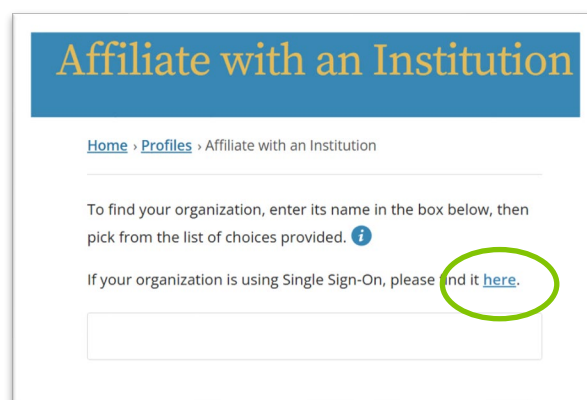
1. Log into your current account.
2. In the top right corner, click on the drop-down menu by your name and Member ID. Select “Profiles”.



3. Scroll down to the “Institutional Profiles” section, and select the box that says “Add an Affiliation”.



4. CSU will **not** be listed on this page because we utilize an SSO. Please click the blue “here” to be taken to the correct sign on page.





5. Search for Colorado State University, and select it from the list. Click “Continue to SSO Login/Instructions”

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨️

[Continue To SSO Login / Instructions](#)

[See our full list of SSO-enabled organizations](#)

6. Log in with your CSU eID and credentials.
7. Follow all prompts to merge your two accounts.

## Adding RCR Training to Your Courses

1. On your homepage, scroll down to “Learner Tools”. Select “Add a course”.

Learner Tools for Colorado State University

- [Add a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

2. Scroll down to “Question 2: Responsible Conduct of Research (RCR)” and select either “Basic RCR” or “Responsible Conduct of Research (RCR) – Spanish”.
  - a. **IMPORTANT:** Do not answer any of the other questions! This will add other courses to your profile.

Question 2

**Responsible Conduct of Research (RCR)**

Please make your selection below to receive the courses in the Responsible Conduct of Research.

Basic RCR

Responsible Conduct of Research (RCR) - Spanish

Not at this time

3. Scroll down to the bottom of the page and select “Submit”.



4. Your course will be added to your institutional courses page, and you can begin the modules. Please complete **ALL** the modules, even ones labeled as optional.

The screenshot shows a user interface for a course. At the top left, it says "Courses Ready to Begin" in orange. To the right is a link for "Learner Tools". Below this is a grey box containing the course information: "Colorado State University", "Basic RCR", and "Stage 1 - RCR". At the bottom left of the grey box, it says "0 / 1 modules completed" next to a progress bar. At the bottom right of the grey box is a blue button labeled "Start Now".

5. If you have any questions or trouble adding the course, please reach out to [vpr\\_rcr@colostate.edu](mailto:vpr_rcr@colostate.edu) with your name and CITI Member ID (found on the top of your CITI page), and an associate will manually add the course for you.