

BMCC Research Core

CITI Responsible Conduct Research (RCR) and Human Subject Research (HSR)

Registration Guide

For information about BMCC and CUNY's requirements for CITI training, please email the laboratory manager, Derik Kraych, at dkraych@bmcc.cuny.edu

Direct link to CITI Program website,
<https://www.citiprogram.org>

1. To Create an Account:
 - a. Click "Register" on the top, right hand side of the screen
 - b. You may skip Steps 1 through 6 and continue to Step 7 if you have already created an account.
2. CITI- Learner Registration Step 1
 - a. Please click 'Select Your Organization Affiliation', and search for "City University of New York (CUNY)" in the search bar.
 - i. **DO NOT SELECT** independent learner registration.
 - b. Click to Agree to the Terms of Service'.
 - c. Click to affirm affiliation with CUNY
 - d. Click to continue to create your username/password.
3. CITI- Learner Registration Step 2
 - a. Fill in your name, email, and information.
 - b. Click "Continue to Step 3".
4. CITI- Learner Registration Step 3
 - a. Create your username and password.
 - b. Select your security question and answer.
 - c. Click "Continue to Step 4".
5. CITI- Learner Registration Step 4
 - a. Select your country of residence.
 - b. Make a selection for contact permission.
 - c. Click "Continue to Step 5".
6. CITI- Learner Registration Step 5
 - a. Make a selection for CE credits/units
 - b. Click "Continue to Step 6".
7. CITI- Learner Registration Step 6
 - a. Provide information requested by CUNY
 - b. Click "Continue to Step 7".
8. CITI- Learner Registration Step 7
 - a. Select the appropriate course you wish to take – you can add courses later
 - b. Select your role "CUNY Researchers" or "CUNY Administrators"
 - i. Students, Faculty and Staff select "CUNY Researchers"
9. Finalize registration
10. To Add a Course under your institutional affiliation
 - a. Under Institutional Courses, click "View Courses" next to City University of New York (CUNY)
 - i. **To add a course**, scroll down to the "Learner Tools for City University of New York"
 - ii. Click "Add Course" and select the appropriate course for your research
 - iii. The RCR course is named "CUNY Researchers"
 - iv. The HSR course is named for your research role
 1. Select the appropriate group
 2. Only add this course if your research involves human subjects.

- You must take all required modules. You may also finish any of the supplemental modules that apply to your research.
- You do not have to complete all modules in one sitting.
- You may log on and off at any time but be sure to complete the courses promptly.

After completing all required modules •

Students

- Save a copy of the report and certificate for your records
- Email a copy of your certificate to your Faculty Mentor
- Submit a copy of your certificate through the [Research Assistant Form](#)

• Faculty and Staff

- Save a copy of the report and certificate for your records
- Email a copy of your certificate to the Laboratory Manager at dkraych@bmcc.cuny.edu or bmccresearchcore@gmail.com

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