CITI Training Instructions

Responsible scholarship training supplements graduate-level training provided by exceptional Texas Tech faculty to raise graduate students’ awareness of professional standards of research ethics, integrity, and safety, and of challenges they may face throughout their careers. All graduate students must complete responsible scholarship training within their first semester.


2. Click “Register” on the home page. You will be taken to a log-in page.
4. Select your organization affiliation.

   a. Enter Texas Tech University into “Select Your Organization Affiliation.”
   b. Click “I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.”
   c. Click “I affirm that I am an affiliate of Texas Tech University.” You must affiliate with Texas Tech University or CITI will charge you a fee and Texas Tech University administrators will not be able to track your participation.
   d. Click “Continue to Create Your CITI Program Username/Password” to go to Step 2 of the learner registration process.
5. Fill out your personal information.

   a. Enter your first name, last name, Texas Tech University email address/verification, and secondary email address/verification into the appropriate boxes. **You must use your Texas Tech University email in this step; otherwise, Texas Tech University administrators will not be able to track whether you completed the training.**
   
   b. Click “Continue to Step 3” to go to the next step of the learner registration process.
6. Create a username, password, and security question. **Please keep track of this information, as Texas Tech University administrators cannot access it.**

   a. Click “Continue to Step 4” to go to the next step of the learner registration process.
   b. If you receive an error message claiming your username is already in use, you will need to change your username and press “Continue to Step 4” again.
7. Enter your country of residence into the “Country of Residence” box. 
   a. Click “Continue to Step 5” to go to the next step of the learner registration process.
8. Click the **“No” button** to indicate that you are not interested in receiving Continuing Education Unit (CEU) credit for completing CITI Program courses. **If you answer “YES” to this question, CITI will charge you a fee.**

a. Click **“Continue to Step 6”** to go to the next step of the learner registration process
11. Complete the information requested by Texas Tech University.
   a. Click the drop-down menu under “Language Preference” and select your preferred language.
   b. Enter the required information into the boxes for “Institutional Email Address,” “Department,” and “Role in Research,” as well as any additional information you wish to provide in the remaining boxes.
   c. Click “Continue to Step 7” to go to the next step of the learner registration process.
12. Select the course(s) that are relevant to your field of research. To fulfill the Graduate School's Responsible Scholarship training requirement, choose from the following:
   a. Biological Science Responsible Scholarship Course
   b. Social and Behavioral Responsible Scholarship Course
   c. Physical Science Responsible Scholarship Course
   d. Humanities Responsible Scholarship Course
   e. Responsible Scholarship for Engineers
   f. Plagiarism training for Non-PhD Business Administration graduate students ONLY (If students who are not non-PhD Business Administration graduate students take this course, it will not count toward the requirement.)

As the website indicates, Responsible Conduct of Research for Administrators will not count toward the requirement.
13. Answer or skip the remaining questions (note that Question 4 is required). Please note that only the courses listed in Question 1 (Step 12 above) fulfill the Graduate School’s requirement. Other courses are not required by the Graduate School and will not count toward the requirement. To clarify further, questions 2-7: Conflict of Interest, Export Compliance, Basic/Refresher Research with Human Subjects, Laboratory Animal Research, Biosafety/Security, Recommended Training for PI’s, and IRB Administration, are NOT REQUIRED BY THE GRADUATE SCHOOL, AND WILL NOT COUNT TOWARDS THE REQUIREMENT. Question 4 is required by CITI for registration, but will not apply to your Texas Tech Requirement.

14. Click “Complete Registration.” You will be taken to the “Finalize Registration” page
15. Click “Finalize Registration.”
16. The following screen will show all the courses you selected. You may then complete the training courses.
17. Click on the course title to begin a course. Please note: You must complete ALL MODULES to gain credit for the Texas Tech Requirement.
18. “Agree” to the terms of service for your course to begin.