

## Enrolling in CITI Program Training for Responsible Conduct of Research Course

1. Go to [citiprogram.org](http://citiprogram.org) and click “Register”
2. Select Your Organization Affiliation
  - a. Type “Western Michigan University” (Do not click Independent Learner Registration or you will have to pay for the course.)
  - b. Check “I agree” and “I affirm” to continue
  - c. Personal Information Enter your first and last name
  - d. Enter your email address (Include your WMU email as either primary or secondary)
3. Create your username and password and security question
4. Enter your country of residence
5. Under continuing education units click “No”
6. Enter your:
  - a. Language preference
  - b. WMU email
  - c. Gender
  - d. Highest degree earned
  - e. Department
    - i. Department your program is in
  - f. Role in Research
    - i. Type “student”
  - g. Phone number
7. You will now be enrolled in the CITI program courses
  - a. SKIP questions 1 and 2
  - b. For question 3, click “Not at this time”
  - c. SKIP question 4
8. Enroll in Graduate College Responsible Conduct of Research
  - a. SKIP questions 6 and 7
9. Click “Complete registration”
10. You now have a CITI account and are enrolled in the Graduate College Responsible Conduct of Research module.
  - a. To begin, please click “courses” and click on “Graduate College Responsible Conduct of Research.”
  - b. This will take you 1-2 hours to complete
  - c. The deadlines for completion are:
    - December 18 for students admitted in the Fall semester
    - April 30 for students admitted in the Spring semester
    - June 29 for students admitted in the Summer I term
    - August 17 for students admitted in the Summer II term
  - d. If you have a hold on your account due to an outstanding RCR requirement, your deadline is ASAP. Once completed, the hold will be lifted.

If you have questions, please email [grad-rcr@wmich.edu](mailto:grad-rcr@wmich.edu).