CITI Login Instructions

GVSU utilizes the single sign-on function to access CITI. These instructions will link your GVSU account to your CITI account, allowing you to sign into CITI without having to create a separate username and password.

1. Click here: CITI Training.

2. Enter your GVSU username and password. (Same username and password you use for your email.)

If you have previously linked your GVSU username to CITI, you will be taken to your CITI dashboard (homepage).

If this is the first time you are logging into CITI using single sign-on, continue to step 3.
3. Select the appropriate option. If you’re unsure if you have an existing CITI account, choose “I don’t have a CITI Program account and I need to create one.”

4. If you select the “I don’t have a CITI Program account and I need to create one.” option, you will see the following image. Click the “Create a New CITI Program Account” button.
5. You are now at your dashboard. Select, “View Courses.”

6. Select, “Add a Course.”
7. You will be taken to a list of courses. Select the appropriate course(s) and hit, “Submit.”

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**Question 1**

**Responsible Conduct of Research**

Please make your selection below to receive one of the courses in the Responsible Conduct of Research. Researchers named on IRB protocols are required to complete the RCR-Concise course. Graduate students: Select the RCR course corresponding to your graduate program.

- [ ] RCR - Concise
- [x] RCR - Accounting and Taxation Graduate Students
- [ ] RCR - Biomedical Sciences Graduate Students
- [ ] RCR - Business (MBA) Graduate Students
- [ ] RCR - Computer Information Systems Graduate Students
- [ ] RCR - Criminal Justice Graduate Students
- [ ] RCR - Educational Technology Graduate Students

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8. The selected course now appears on your dashboard. Select “Start Now” to begin.
Subsequent Logins

1. Click here: CITI Training.

2. Enter your GVSU username and password. (Same username and password you use for your email.) This will take you to your CITI dashboard.
Alternate Login Instructions (without direct link to GVSU sign-in on CITI)

If you don’t have the direct link to the GVSU login page, you can still login to CITI via the following steps.

1. Go to [www.citiprogram.org](http://www.citiprogram.org)

2. Click “Log In Through My Institution” (see arrow).

3. Select Grand Valley State University in the list of organizations.
4. Enter your GVSU username and password. (Same username and password you use for your email.)

If you have previously logged in via GVSU’s single sign-on, this will take you to your dashboard. If this is the first time you are logging in via GVSU’s single sign-on, go to Step #3 in the “First Time Login” instructions above after entering your GVSU username and password.
Course Access Instructions – DEMO Mode

The following instructions will allow you to see all of the modules CITI offers. Note: You will not be able to earn certificates in this mode.

1. Log into CITI with the instructions above.

2. On the dashboard, select “Add an Affiliation.”

3. Type “Demo” in the text box that pops up. Click on the boxes to agree to the terms of service and affirm that you are an affiliate of DEMO. Click Continue.
4. Provide the information requested and click “Next” at the bottom of the page.

5. Follow the prompts to select the course(s) and module(s) you would like to review. You may view any course/module CITI offers. GVSU’s subscription (allowing for course certification) includes the following courses (and all submodules for those courses):

- Animal Care and Use
- Conflicts of Interest
- Export Compliance
- Good Clinical Practice
- Human Subjects Research
- Information Privacy and Security
- Responsible Conduct of Research
Course Access Instructions

Follow the instructions below to add additional courses for certificate credit.

1. Log into CITI with the instructions above.

2. From the dashboard, select, “View Courses.”
3. Select, “Add a Course.”

Learner Tools for Grand Valley State University

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

4. You will be taken to a list of courses. Select the appropriate course(s) and hit, “Submit.”

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- RCR - Educational Technology Graduate Students

5. The selected course now appears on your dashboard. Select “Start Now” to begin.