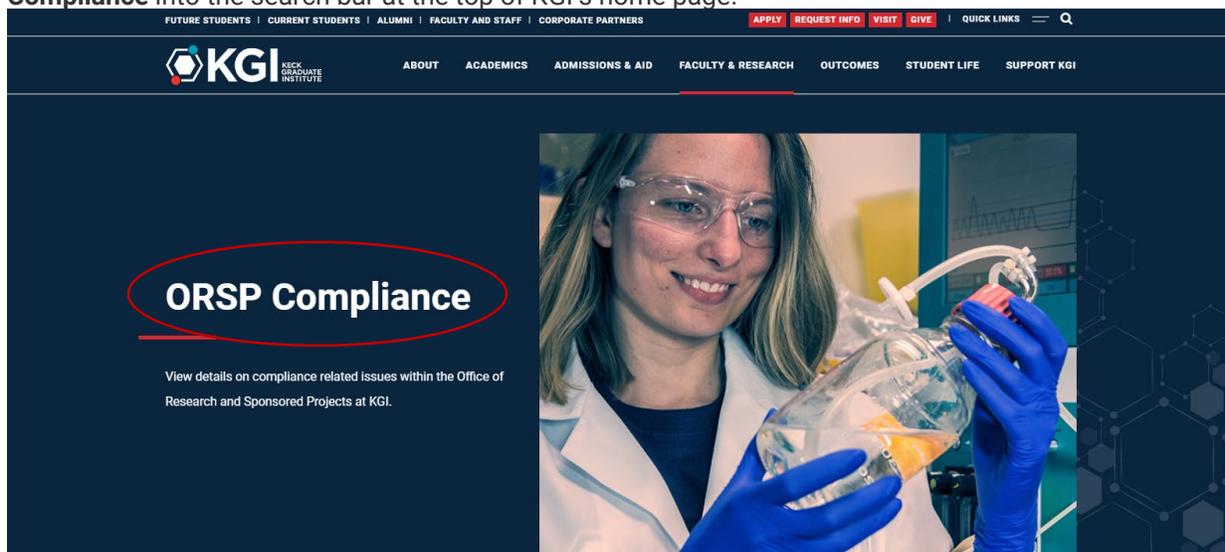


# Online Training Registration & Course Selection Instructions for Incoming KGI Students

Keck Graduate Institute (KGI) has contracted with the Collaborative Institutional Training Initiative (CITI) to provide online training which meets our federal and state requirements in various areas.

## Step 1:

Go to the **ORSP Compliance** webpage on KGI's website at <https://www.kgi.edu/faculty-and-research/office-of-research-sponsored-projects/compliance/>. You can also type **ORSP Compliance** into the search bar at the top of KGI's home page.



The screenshot shows the KGI website navigation bar with links for FUTURE STUDENTS, CURRENT STUDENTS, ALUMNI, FACULTY AND STAFF, and CORPORATE PARTNERS. Below the navigation bar, the text "ORSP Compliance" is highlighted with a red circle. Below this, there is a sub-header "View details on compliance related issues within the Office of Research and Sponsored Projects at KGI." and a photograph of a female scientist in a lab coat and safety glasses, wearing blue gloves and holding a large glass flask with a yellow liquid.

## Step 2: (See next page)

Scroll down to **Compliance** and click on the plus sign next to **CITI Training Instructions** to expand the instructions. Click on the link provided for CITI: [citiprogram.org](http://citiprogram.org).

FUTURE STUDENTS | CURRENT STUDENTS | ALUMNI | FACULTY AND STAFF | CORPORATE PARTNERS

APPLY | REQUEST INFO | VISIT | GIVE | QUICK LINKS

**KGI** KECK GRADUATE INSTITUTE

ABOUT | ACADEMICS | ADMISSIONS & AID | FACULTY & RESEARCH | OUTCOMES | STUDENT LIFE | SUPPORT KGI

- AREAS OF RESEARCH
- FIND AN EXPERT
- CENTERS & INITIATIVES >
- FACULTY DIRECTORY
- LAB SAFETY & SUPPORT >
- OFFICE OF RESEARCH & SPONSORED PROJECTS >
  - About the Office of Research and Sponsored Projects
  - Compliance
  - KGI Institutional Information
  - ORSP Resources
  - Guidance for Researchers on COVID-19
  - Contact ORSP
  - SURE Project 2020 >

### Compliance

Institutional Biosafety Committee (IBC)	+
Institutional Review Board (IRB)	+
Institutional Animal Care and Use Committee (IACUC)	+
<b>CITI Training Instructions</b>	-

If you have never accessed CITI, or if you have never affiliated yourself with KGI's CITI subscription, go to [citiprogram.org](http://citiprogram.org) and click "Register" at the top right-hand side of the page. On the next page, click on "Log-In Through My Institution" and click "Keck Graduate Institute." You will be asked to enter your Single Sign-on (SSO) credentials—the same credentials you use to log-in to KGI email or Workday. This will automatically register you in CITI and affiliate you with KGI.

Once you are in the CITI website, go to the bottom of the page, and click on "Add a Course." Select the appropriate course from the list that corresponds to the type of protocol you will be submitting (i.e., IRB, IBC, or IACUC). The modules are available to take at your convenience, and you can log in and out as time permits. You must pass each

### Step 3:

Once on the CITI homepage, ***if you do not already have an account from another institution***, you will need to register for an account. Click on **Register** in the upper right-hand corner.

Support | FAQs | Contact Us

CITI PROGRAM Courses Organizations ▾ Individuals ▾ About

Search  Log In

New Course - IACUC Protocol Review

## The Trusted Standard in Research, Ethics, and Compliance Training

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

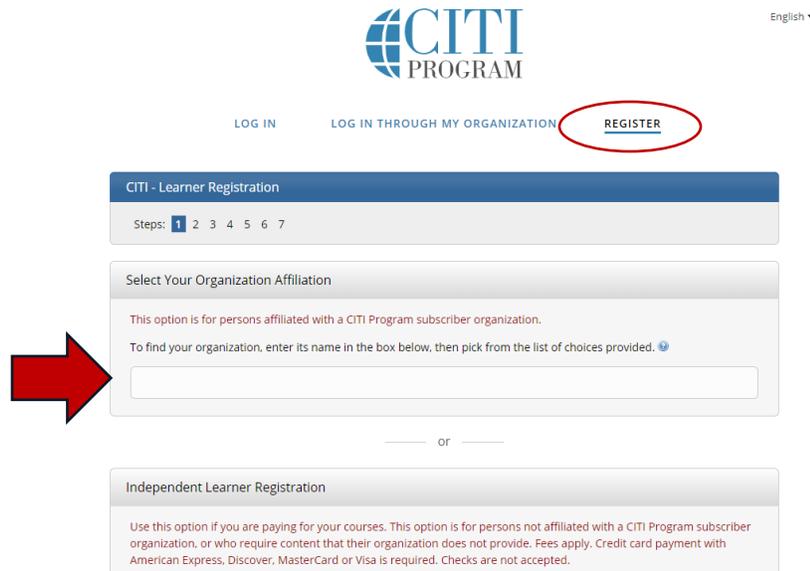


We use cookies and other tracking technologies to recognize your repeat visits and preferences, as well as to analyze traffic and measure the effectiveness of communications. By using our Sites, you consent to the use of these technologies. To learn more, review our [Cookie FAQ](#).

ACCEPT

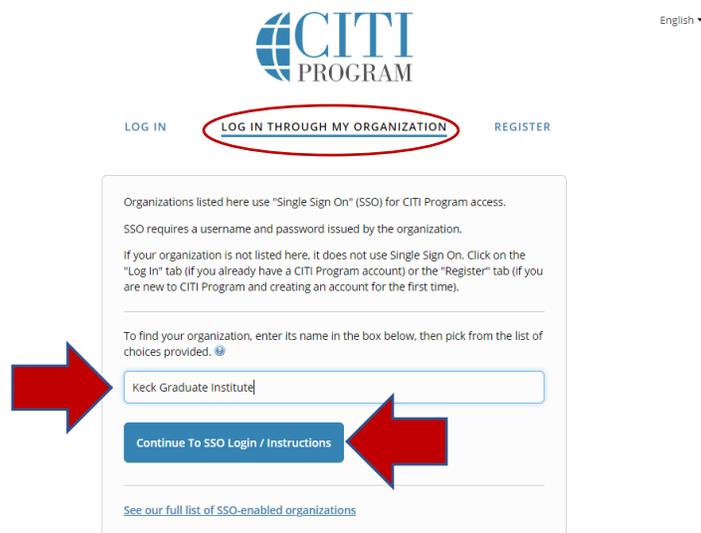
### Step 4: (See next page)

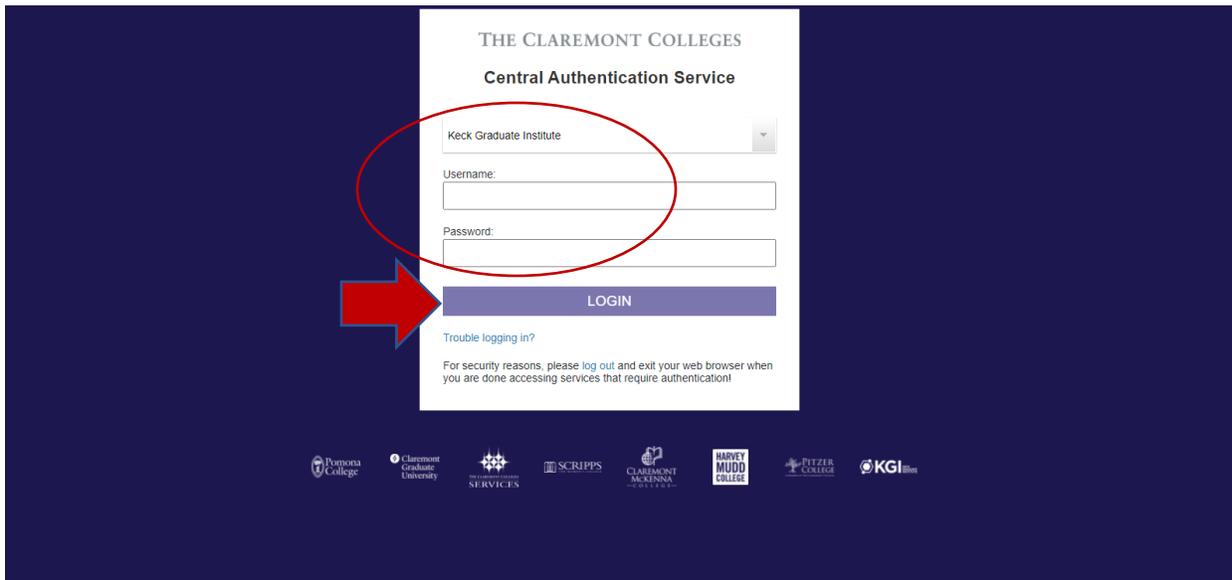
You will be taken to the screen shown below. Start to type **Keck Graduate Institute** into the empty box under **Select Your Organization Affiliation** and you have the option to choose **Keck Graduate Institute** from the list of choices provided or continue to type the name in its entirety. Please be sure you are choosing or typing in **Keck Graduate Institute** as your affiliated subscriber organization. **Please make sure you select the correct institution.**



### Step 5:

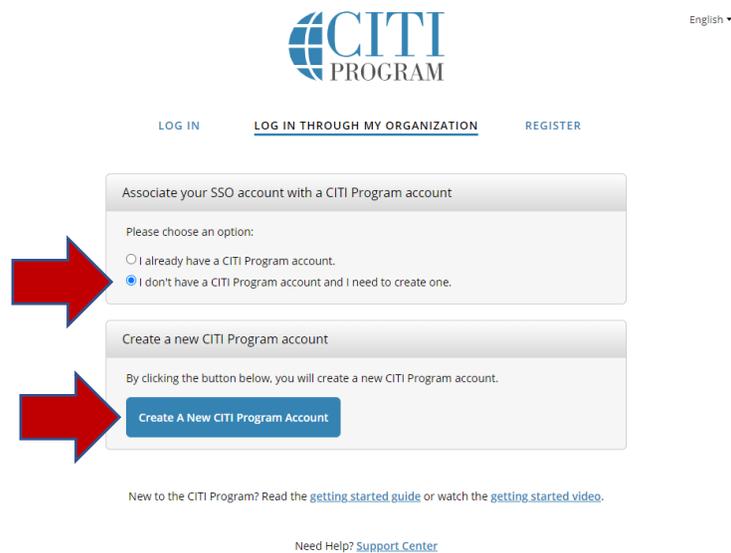
Click on **Log In Though My Organization** and type in **Keck Graduate Institute**. Next, click on **Continue to SSO Login / Instructions**. You will be directed to **The Claremont Colleges Central Authentication Service** screen (See next page) and will need to enter your KGI username and password (your KGI email username and password), then click **LOGIN**.





**Step 6:**

Under **Associate your SSO Account with a CITI Program Account**, choose the following option: **I don't have a CITI Program account and I need to create one**. Then click **Create a New CITI Program Account**.



**Step 7:**

Once registered and logged in, you will be directed to the **Institutional Courses** page. You will see **Keck Graduate Institute** as your affiliated institution. Scroll down to see the rest of the information provided on this page, then click on **Add a Course** to continue.

**Welcome, Alicia**  
[Add Institutional Affiliation](#)  
[Register as Independent Learner](#)

0 Courses Completed      1 Day of Membership

SELECT THIS TO VIEW COURSES AVAILABLE UPON FIRST REGISTRATION.

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Keck Graduate Institute

[View Courses](#)

**Welcome, Alicia**  
[Add Institutional Affiliation](#)  
[Register as Independent Learner](#)

0 Courses Completed      1 Day of Membership

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Keck Graduate Institute

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

### Independent Learner

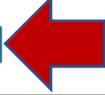
Show Courses for: Keck Graduate Institute Institution List

---

Keck Graduate Institute



You are not enrolled in any courses for this institution.

[Add a Course](#) 

---

Learner Tools for Keck Graduate Institute

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

**Step 8:**

All incoming students are required to take these two courses:

1. **Responsible Conduct of Research – Faculty, Staff & Students**
2. **Human Subjects Research - Students**

**Depending on your school program other courses may be required. (OTD, PhD, Master's)**

You will find all courses available under **Select Curriculum, Questions 1 - 8**. Click on each courses needed, then scroll down to the bottom of the page and click **Submit**.

## Select Curriculum

Keck Graduate Institute

---

Question 1

**Responsible Conduct of Research**

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

Research Administrators / Institutional Officials

Faculty, Staff & Students

---

Question 2

**Human Subjects Research**

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Human Subjects – Biomedical Researchers

Human Subjects – Social-Behavioral-Educational Researchers

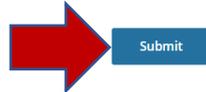
- I am a faculty member and want to enroll
- ORSP Staff
- No

### Question 8

#### Information Privacy & Security

Please make your selection below.

- Health Privacy



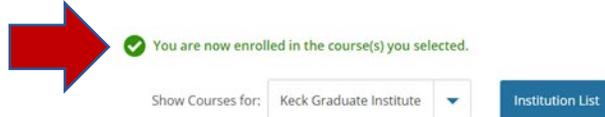
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### Step 9:

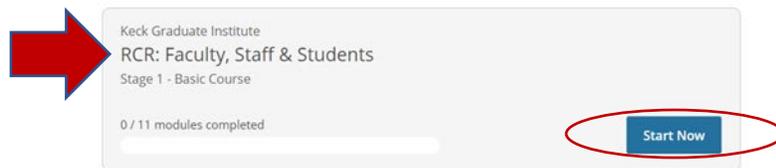
You will see a notification at the top of your screen advising you that you have successfully enrolled in the course you selected.



### Keck Graduate Institute

### Step 10:

Scroll down the page and you will have the option to click **Start Now** to begin the course.



### Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

#### Learner Tools for Keck Graduate Institute

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

### Step 11:

You will be directed to the **Assurance Statement** and will need to check the box to agree to the terms and click **Submit** before moving on to the course modules.

## Assurance Statement

RCR: Faculty, Staff & Students - Basic Course

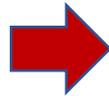
CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

**Account Security:** I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

**Work Integrity:** I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

**Recordkeeping:** I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.



I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

### Step 12:

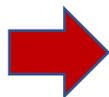
You will see the title of the course at the top of the page, along with sections titled, **Instructions**, **Progress**, and **Score**.

## RCR: Faculty, Staff & Students

Keck Graduate Institute

<b>INSTRUCTIONS</b>	<b>PROGRESS</b>	<b>SCORE</b>
<ul style="list-style-type: none"><li>• Complete all 10 required modules</li><li>• Complete 1 of 2 elective modules</li><li>• Achieve an average score of at least 80% on all quizzes associated with this course's module requirements</li></ul>	<div style="border: 2px solid white; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0 / 11 modules complete</div>	<div style="border: 2px solid white; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0%</div>

You have unfinished required or elective modules remaining.



Required Modules

---

Complete all 10 required modules.

### Step 13:

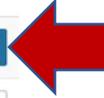
You will see a list of the **Required Modules** for the **Responsible Conduct of Research** course and will click on the first **Start** button in blue to begin.

You have unfinished required or elective modules remaining.

### Required Modules

Complete all 10 required modules.

Modules	Completed	Score	
Using Animal Subjects in Research (RCR-Basic) (ID 13301)	Incomplete	-	<a href="#">Start</a>
Research Involving Human Subjects (RCR-Basic) (ID 13566)	Incomplete	-	<a href="#">Start</a>
Authorship (RCR-Basic) (ID 16597)	Incomplete	-	<a href="#">Start</a>
Collaborative Research (RCR-Basic) (ID 16598)	Incomplete	-	<a href="#">Start</a>
Conflicts of Interest (RCR-Basic) (ID 16599)	Incomplete	-	<a href="#">Start</a>
Data Management (RCR-Basic) (ID 16600)	Incomplete	-	<a href="#">Start</a>



#### Step 14:

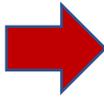
Scroll down the page to see the **Elective Modules** for the **Responsible Conduct of Research** course.

Plagiarism (RCR-Basic) (ID 15156)	Incomplete	-	<a href="#">Start</a>
-----------------------------------	------------	---	-----------------------

### Elective Modules

Complete 1 of 2 elective modules.

Modules	Completed	Score	
Research, Ethics, and Society (ID 15198)	Incomplete	-	<a href="#">Start</a>
Environmental and Social Dimensions of Engineering Research (ID 12835)	Incomplete	-	<a href="#">Start</a>



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#### Step 15:

You will need to repeat this process to add the **Human Subjects Research – Students** and all other courses you are required to take. Go back to the **Institutional Courses** page, then click on **Add a Course** to continue.

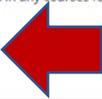
Show Courses for: Keck Graduate Institute [Institution List](#)

---

Keck Graduate Institute



You are not enrolled in any courses for this institution.

[Add a Course](#) 

---

Learner Tools for Keck Graduate Institute

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

**Step 16:**

Go to **Select Curriculum**, then **Question 2 (Human Subjects Research)**. Check the box for **Human Subjects – Students**, then scroll down to the bottom of the page and click **Submit**.



---

Question 1

**Responsible Conduct of Research**

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

Research Administrators / Institutional Officials

Faculty, Staff & Students

---

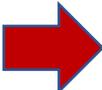
Question 2

**Human Subjects Research**

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Human Subjects – Biomedical Researchers

Human Subjects – Social-Behavioral-Educational Researchers

Human Subjects – Students 

- Principal investigators and staff members
- ORSP Staff
- No

### Question 8

#### Information Privacy & Security

Please make your selection below.

- Health Privacy



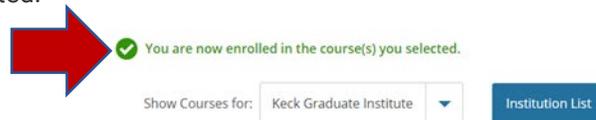
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[Statement of Security Practices](#)  
[Terms of Service](#)



### Step 17:

You will see a notification at the top of your screen advising you that you have successfully enrolled in the course you selected.



Show Courses for:  [Institution List](#)

### Keck Graduate Institute

### Step 18:

You will see other courses you have enrolled in. Scroll down the page and you will have the option to click **Start Now** to begin the **Human Subjects – Students** course.

Keck Graduate Institute

#### Active Courses [Learner Tools](#)

You have no active courses for this Institution.

#### Courses Ready to Begin [Learner Tools](#)

Keck Graduate Institute  
Human Subjects – Biomedical Researchers  
Stage 1 - Basic  
0 / 12 modules completed [Start Now](#)

Keck Graduate Institute  
Human Subjects - Students  
Stage 1 - Basic  
0 / 12 modules completed [Start Now](#)

#### Completed Courses [Learner Tools](#)

**Step 19:**

You will be directed to the **Assurance Statement** and will need to check the box to agree to the terms and click **Submit** before moving on to the course modules.

## Assurance Statement

Human Subjects - Students - Basic

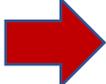
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**Work integrity:** I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

**Recordkeeping:** I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.


 I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#). In order to access CITI Program materials.

**Step 20:**

You will see the title of the course at the top of the page, along with sections titled, **Instructions**, **Progress**, and **Score**. You will also see a list of the **Required Modules** for the **Human Subjects – Students** course and will click on the first **Start** button in blue to begin.

- Complete all 12 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

0 / 12  
modules  
complete

0%



You have unfinished required or elective modules remaining.

Required Modules

Complete all 12 required modules.

Modules	Completed	Score	
Research and HIPAA Privacy Protections (ID 14)	Incomplete	-	<div style="background-color: #0056b3; color: white; padding: 5px 10px; border: none;">Start</div> 
History and Ethical Principles - SBE (ID 490)	Incomplete	-	<div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 3px;">Start</div>
Define Research with Human Subjects - SRF (ID 491)	Incomplete	-	<div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 3px;">Start</div>

**Step 21:**

Scroll down the page to see **OPTIONAL Supplemental Modules** for the **Human Subjects – Students** course. (See next page.)

### Supplemental Modules

Modules	Completed	Score	
Vulnerable Subjects - Research Involving Workers/Employees (ID 483)	Incomplete	-	<a href="#">Start</a>
Hot Topics (ID 487)	Incomplete	-	<a href="#">Start</a>
Research with Children - SBE (ID 507)	Incomplete	-	<a href="#">Start</a>
Research in Public Elementary and Secondary Schools - SBE (ID 508)	Incomplete	-	<a href="#">Start</a>
International Research - SBE (ID 509)	Incomplete	-	<a href="#">Start</a>
International Studies (ID 971)	Incomplete	-	<a href="#">Start</a>
Are You Thinking About Being in a Research Study? (ID 14562)	Incomplete	-	<a href="#">Start</a>
Humanitarian Use Devices (HUDs) (ID 16306)	Incomplete	-	<a href="#">Start</a>

You do **NOT** have to take any other courses outside of what you are required by your program, but you are welcome to do so to broaden your knowledge of research compliance regulations. All CITI courses are free to KGI faculty, staff and students.

The CITI Program online course modules are self-paced and may be interrupted and resumed. Training time varies depending on your prior preparation and other factors, usually entailing no more than a couple of hours. Completion certificates will automatically be emailed to the KGI program administrator. For questions, please contact [ORSP@KGI.edu](mailto:ORSP@KGI.edu) or your [Program Administrator](#).

Thank you!