Instructions for completion of online RCR training via CITI Program

The Office of Research Compliance offers online training through the CITI Program. Please note that MSU uses "Single Sign On" (SSO) so you should choose LOG IN THROUGH MY INSTITUTION and find Mississippi State University on the list of organizations then enter your netID and password.

Completion of the required modules takes most people 2-3 hours. You do not have to complete all of the modules at one time. You may stop and return at a later time to complete the rest of the modules by signing in with the user name and password you chose during registration.

Steps to enroll in RCR training:

1. Go to www.citiprogram.org
2. Choose LOG IN THROUGH MY INSTITUTION.
3. Select Mississippi State University
4. Once you are logged in, you should be on the Main Menu page. If not, click on "Main Menu" right below the CITI Program logo.
5. If you need to, click on Mississippi State University Courses to expand the list so the page looks like this:

6. Scroll down to find My Learner Tools, click on "Add a Course."
7. When the "Select Curriculum" page comes up, scroll down until you see "CITI Course Enrollment Questions."

8. Answer the questions regarding which training courses to add (you may enroll in as many courses as you would like). Be sure to select "Responsible Conduct of Research Course" when you get to question four (4).
9. Click the blue Submit button.
10. On the Main Menu page, you will now see the Responsible Conduct of Research course. Click on the course name to start. You can stop and start back where you left off at any time.

Note: When you complete all required modules successfully, you may print your completion report as evidence that you have met institutional requirements. It is not necessary to send a completion report to Research Compliance as a copy will be sent automatically via email.

If you have any questions, please contact the Office of Research Compliance at 325-3294.