Research training is met by successful completion of two online training modules from the Collaborative Institutional Training Initiative (CITI) website: Responsible Conduct of Research and Human Subjects Research (Social and Behavioral Research Investigators). All individuals, principal investigators, co-investigators, post-docs, research assistants, undergraduate and graduate students and all other personnel engaged in research must complete the CITI training modules. The time to complete the training modules may be 4-5 hours. You may exit and resume the training at any time. Once successfully completed, a refresher course is required every three years. A notification will be sent to you prior to the expiration of your training. At any time, you may return to the training modules and print a certificate.

STEPS TO REGISTER AND BEGIN YOUR TRAINING:

Step 1: Access the CITI website link at: https://www.citiprogram.org/

Step 2: Create an account by clicking "Register" in the top right-hand corner of the webpage:

Step 3: Select **Texas A&M University-Commerce (SSO)** as your **Organization Affiliation**

Step 4: Agree to the terms of service and affiliation & click on Log in with Texas A&M University-Commerce. This will take you to the initial page that says "Associate your SSO account with a CITI Program Account.

Step 5: Click on "I don't have a CITI Program account and I need to create one". This will allow you to create your account.

Step 6: Click on Institutional courses and select Add a course.