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.

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.
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.

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

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

Would you like to affiliate with another institution?

Would you like to remove an existing affiliation?

Independent Learner
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 course needed, then scroll down to the bottom of the page and click Submit.
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.

Step 10:
Scroll down the page and you will have the option to click **Start Now** to begin the course.
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.

Step 12:
You will see the title of the course at the top of the page, along with sections titled, Instructions, Progress, and Score.

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.
### Step 14:

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

<table>
<thead>
<tr>
<th>Modules</th>
<th>Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism (RCR-Basic) (ID 15156)</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>Research Ethics, and Society (ID 15198)</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>Environmental and Social Dimensions of Engineering Research (ID 12835)</td>
<td>Incomplete</td>
<td>-</td>
</tr>
</tbody>
</table>

### 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.
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.
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.

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.
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.

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.

Step 21:
Scroll down the page to see OPTIONAL Supplemental Modules for the Human Subjects – Students course. (See next page.)
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 or your Program Administrator.

Thank you!