



The required RESEARCH SECURITY PROGRAM training is available online via the [Collaborative Institutional Training Initiative \(CITI\)](#). Once investigators complete the tutorial, CITI records your certification and then provides a record to Research Compliance and Integrity.

If you previously created an account in CITI:

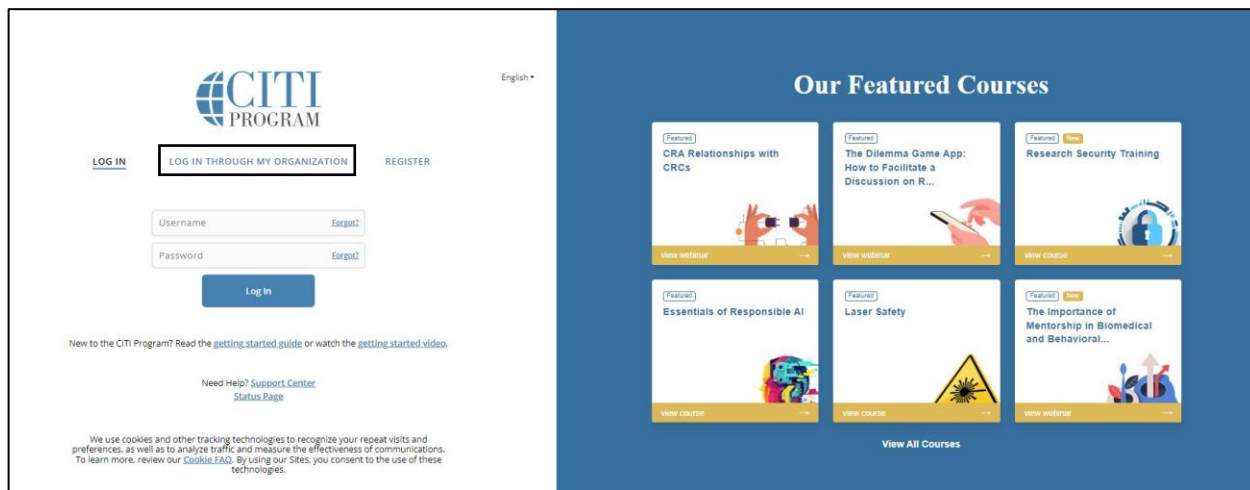
- Visit the [Collaborative Institutional Training Initiative \(CITI\)](#) website.
- Click "LOG IN THROUGH MY ORGANIZATION"
- Login with your NetID username and password.
- Click "View Courses" box next to "Texas State University"
- On your home page, under "Learner Tools for Texas State University" click "Add a Course"
- On the next page, scroll down and select the appropriate selection to **Question 9 – Research Security**; then click **Submit** to enroll.
- Follow the prompts to complete the tutorial and brief quizzes.
- You may print a completion certificate for your own records. The system will provide our office with a report of your training.

If you never created an account in CITI:

1. Visit the [Collaborative Institutional Training Initiative \(CITI\)](#) website.
2. Register and create your own username and password.
3. Select Texas State University as your institution.
4. Select the appropriate selection to **Question 9 – Research Security**; then click **submit** to enroll.
5. Follow the prompts to complete the tutorial and brief quizzes.
6. You may print a completion certificate for your own records. The system will provide our office with a report of your training.

Please see a walkthrough with screenshots below.

1. Visit the CITI website and click on “LOG IN THROUGH MY ORGANIZATION”



CITI PROGRAM

English ▾

[LOG IN](#) **LOG IN THROUGH MY ORGANIZATION** [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)
[Status Page](#)

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Our Featured Courses

Featured

CRA Relationships with CRCs



[View webinar](#)

Featured

The Dilemma Game App: How to Facilitate a Discussion on R...



[View webinar](#)

Featured **New**

Research Security Training



[View course](#)

Featured

Essentials of Responsible AI



[View course](#)

Featured

Laser Safety



[View course](#)

Featured **New**

The Importance of Mentorship in Biomedical and Behavioral...



[View webinar](#)

[View All Courses](#)

2. Type in and select “Texas State University” and click “Continue to SSO Login/Instructions”.

English ▾

[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [REGISTER](#)

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

[See our full list of SSO-enabled organizations](#)

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3. Log in using your NetID and password.

The login page for the CITI Program. It features the Texas State University logo at the top. Below the logo is the heading "Login to CITI Program". There are two input fields: "Username" and "Password". To the right of the "Username" field are two links: "> Forgot your password?" and "> Need Help?". Below the "Password" field is a "Login" button. At the bottom of the page, there is a paragraph of text about the CITI Program's mission and a disclaimer about the use of computer and network facilities.

TEXAS STATE

Login to CITI Program

Username [> Forgot your password?](#)
[> Need Help?](#)

Password

Login

CITI Program, a Division of BRANY. Our mission is to promote the public's trust in the research enterprise by providing high quality, peer reviewed, web based, research education materials to enhance the integrity and professionalism of investigators and staff conducting research.

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

4. Select "My Courses" at the top of the page.



5. Scroll down to the bottom of the page and click on "Add a Course".



6. For the first time training select **BOTH** “Undue Foreign Influence: Risk and Mitigations” and “Research Security Training”.
7. If renewing training for Research Security select “Research Security Advanced Refreshers”.

Question 9

Research Security

BE SURE TO CHECK BOTH SELECTIONS!

Please select a Research Security from the options below:

- ☒ Undue Foreign Influence: Risks and Mitigations
- ☒ Research Security Training
- ☐ Research Security Advanced Refresher (RENEWAL ONLY)

8. Respond to remaining questions (9 total) to add additional courses if necessary, depending on project needs and click “Submit” at the bottom of the page.
9. You should be on the Texas State University courses page. Take the necessary courses and ensure that a copy of the completion certificate is uploaded under “CITI RESEARCH SECURITY PROGRAM Training” in Quali RESEARCH SECURITY PROGRAM application.