If you previously created an account in CITI:
- Visit the **[Collaborative Institutional Training Initiative (CITI)](#)** website.
- Click "LOG IN THROUGH MY ORGANIZATION"
- Click "See our full list of SSO-enabled organizations" and choose Texas State University
- 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 3 – Responsible Conduct of Research Course**; then click **Submit** to enroll. You need to select you are a graduate student supported by NSF Funding to enroll in the course that will count in the future.
- Follow the prompts to complete the tutorial and brief quizzes.
- You may print a completion certificate for your own records. You should upload the certificate to Canvas. The system will provide our office with a report of your training.

If you never created an account in CITI:
- Visit the **[Collaborative Institutional Training Initiative (CITI)](#)** website.
- Register and create your own username and password.
- Select Texas State University as your institution.
- Select the appropriate selection to **Question 3 – Responsible Conduct of Research Course**; select you are a graduate student supported by NSF. 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.