

HSC 4730 CITI certification task:

1. Go to: <http://citi.research.ucf.edu>
2. Log in to UCF-based portal using your UCF NID.
3. Click on the University of Central Florida Courses bar to employ the drop-down menu.
4. Click on “Add a Course or Update Learner Groups”.
5. For **Question 1** (Human Subjects Protection), ensure Group 2: Social/Behavioral Research Investigators and Key Personnel is checked.
6. For **Question 2**, select ‘Not at this time’.
7. For **Question 3**, select ‘Social and Behavioral Responsible Conduct of Research Course’.
8. For **Question 4**, Enroll in ‘COI Basic/Refresher Course’.
9. For **Question 5 through Question 12**, select ‘Not at this time’ or ‘No’.
10. Press ‘SUBMIT’. You will be taken back to the Main Menu.
11. Click on each of the 3 courses and go through the modules.
12. When you finish, save the certificates, and **upload all 3 of them** (PDF, JPG or other format) to Webcourses under the assignments section.

You have now fulfilled the requirement for the CITI certification.