Step 1: Log in with your username and password.
Step 2: Expand the City University of New York (CUNY) Courses tab if it hasn't been expanded already. Then select "Add a Course or Update Learner Groups."

- Click here to affiliate with another institution
- Affiliate as an Independent Learner
Step 3: Select the RCR course
Step 4: Select CUNY Researchers
Your request has been successfully submitted.

Step 5: You will see this screen that says your request has been successfully submitted. Click "CUNY Researchers"

Click here to affiliate with another institution

Affiliate as an Independent Learner
Step 6: You will be requested to complete a Pre-Course Assessment. The assessment is voluntary.

<table>
<thead>
<tr>
<th>0814ls RCR Pre-Course Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are about to begin a CITI Program training course. To help us understand our learners' backgrounds and previous content knowledge, as well as to continue to improve the CITI Program, we are conducting a brief pre-course assessment.</td>
</tr>
<tr>
<td>Taking this pre-assessment is entirely voluntary. It should take about 5 minutes of your time. Your responses to these questions do not count toward your grade for the course; you are not required to complete the pre-course assessment before beginning your course.</td>
</tr>
<tr>
<td><strong>NOTE ABOUT CONFIDENTIALITY:</strong> We take your privacy very seriously. We do not collect any personally identifying information with your responses (for example your name, email address, or CITI Program username). You will also have the opportunity to provide course feedback once you complete your course via an optional course evaluation. To assess our course content, we will match your pre- and post-course survey responses using an identifying key (known only to CITI Program Staff). Again, personally identifying information such as your name or email are never stored with your course evaluation responses. Moreover, you will never be personally identified in any subsequent reports, presentations, or publications based on these course assessments.</td>
</tr>
<tr>
<td>If you have any further questions, or would like additional information about the CITI Program Course Assessment process, please feel free to contact the CITI Program Help Desk at 305-243-7970, or email the research department at <a href="mailto:citiresearch@med.miami.edu">citiresearch@med.miami.edu</a>.</td>
</tr>
</tbody>
</table>

Do you wish to complete the pre-course assessment?

Yes, I would like to complete the pre-course assessment.

*(Note: A new window will open when you click “submit”. Please disable any pop-up blockers in your Internet browser. After you complete the assessment, please close that window to return to your course.)*

No, I do not want to complete the pre-course assessment.

*(Note: When you click “submit” you will begin your course without completing the pre-assessment questions.)*
Step 7: You will be brought to this screen. Click on the "Export Controls and National Security" module to begin the course.

Step 8: CITI will provide instructions to save your completion report after you finish the course. Please save the report in a pdf file and email it to Darren at darren.lin@baruch.cuny.edu. You can access your report at any time by clicking on "My Reports"