

## Printing Your Completion Report in CITI:

1. Go to [www.citiprogram.org](http://www.citiprogram.org) and login to your account. Click “Forget Password?” to have it reset if necessary.
2. You should see your home page with the courses you have added to your learner profile and/or taken.



The screenshot displays the CITI Program user interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". A search bar labeled "Search Knowledge Base" is located in the top right corner. Below the header is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin".

Under the "Main Menu" section, there is a dropdown menu for "Cornell University Courses". This menu contains a table with the following data:

Course	Status	Completion Report	Survey
Full Course on RCR for Humanities	Incomplete	Not Earned	
Short, Foundational Course on RCR for Biomedical Sciences	Passed 08/11/2015	Print Report	Post-course evaluation

Below the table, there is a section titled "My Learner Tools for Cornell University" which includes the following options:

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

3. If you want to print a completion report, click on “Print Report.” You can print to a PDF file, then send as an email attachment to someone, or print from a connected printer. Alternatively, you can take a screenshot of your completion report and send that via email.
4. See next page. Your completion report should look similar to what you see there.

## COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM) COURSEWORK REQUIREMENTS REPORT\*

\* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:**
- **Institution Affiliation:** Cornell University (ID: 1033)
  
- **Curriculum Group:** Foundational Training in Responsible Conduct of Research (RCR)
- **Course Learner Group:** Short, Foundational Course on RCR for Biomedical Sciences
- **Stage:** Stage 1 - RCR
  
- **Report ID:** 16330936
- **Completion Date:** 11-Aug-2015
- **Expiration Date:** N/A
- **Minimum Passing:** 80
- **Reported Score\*:** 81

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Introduction (ID: 16667)	04-May-2015	6/6 (100%)
Authorship (RCR-Basic) (ID: 16597)	11-Aug-2015	4/5 (80%)
Peer Review (RCR-Basic) (ID: 16603)	11-Aug-2015	1/5 (20%)
Research Misconduct (RCR-Basic) (ID: 16604)	04-May-2015	5/5 (100%)
Plagiarism (RCR-Basic) (ID: 15156)	04-May-2015	5/5 (100%)

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

Verify at: <https://www.citiprogram.org/verify/index.cfm?verify=567b13d7-83b9-4194-b60b-2c5ae2808558>

CITI Program  
Email: [support@citiprogram.org](mailto:support@citiprogram.org)  
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