

How to Add the Undue Foreign Influence: Risks and Mitigations Course in CITI

1. [Log in to your CITI account](#) (link prompts you to enter your Duck ID) and select “My Courses” for your University of Oregon affiliation. Once in that tab, select, “View Courses.”

Note: you may get a screen between steps 1 and 2 asking you to update your information. If so, complete that update to move to step 2.

The screenshot shows the CITI PROGRAM website interface. At the top left is the CITI PROGRAM logo. A navigation bar contains the following items: **My Courses** (circled in orange), My Records, My CE/CMEs, Support, and Admin. A search icon is on the right. Below the navigation bar is a blue header area with the text "Welcome, Rikki" and two links: "Add Institutional Affiliation" and "Purchase Independent Learner Courses". On the right side of the header, a white circle contains the number "21" with the text "Courses Completed" below it. The main content area is titled "Institutional Courses" and contains a paragraph explaining that institutional courses are available to learners with affiliations. Below this, there are two columns of options. The left column lists "Southern Oregon University" and "University of Oregon" (circled in orange). Below these are two questions: "Would you like to affiliate with another Institution?" and "Would you like to remove an existing affiliation?". The right column contains three buttons: "View Courses" (circled in orange), "Add Affiliation", and "Remove Affiliation". At the bottom of the page, the text "Independent Learner" is partially visible.

2. Once in the “View Courses” screen, scroll to the bottom to access the “Learner Tools for University of Oregon” menu and select “Add a Course.”

Show Courses for: ▼ [Institution List](#)

University of Oregon


Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)


You have no courses ready to begin for this Institution.

Completed Courses [Learner Tools](#)

University of Oregon [Not Earned](#) 


COI Researcher

Stage 1 - Basic Course

[Post-Course Survey](#) 


Passed 04-Nov-2020

[Review Course](#) [View - Print - Share Record](#)

University of Oregon [Not Earned](#) 

COI Training for RCS Administrators

Stage 1

[Post-Course Survey](#) 

Passed 11-Jun-2018

[Review Course](#) [View - Print - Share Record](#)

Learner Tools for University of Oregon

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

3. This will take you to the “Select Curriculum” page. Check “Research Security” and select “Next.”

Please select the type of training you wish to enroll in to view the available courses:

This question is required. Choose all that apply.

- Protection of Human Research Subjects** - Required to meet the Institutional Review Board (IRB) education requirement.
- Responsible Conduct of Research (RCR)** - Required for some grants or funding opportunities. (RCR training does not meet the IRB training requirement.)
- Conflict of Interest**
- Information Privacy & Security in Research**
- Good Clinical Practice**
- Biosafety/Biosecurity**
- Export Compliance**
- Animal Care and Use**
- Spanish Language Courses**
- Research Security**

Start Over

Next

4. On the next page, select “Research Security Advanced Refresher” and then select “Next.”

Select Curriculum

University of Oregon

Research Security

Please select a Research Security from the options below:

Choose all that apply.

- Undue Foreign Influence: Risks and Mitigations**
- Research Security Advanced Refresher**
- Research Security Advanced Refresher**

Start Over

Next

5. You have now added the Research Security Advanced Refresher course to your “My Courses” page and can complete the course.