

Professional and Scholarly Integrity Training (PSIT) for Graduate Students

READ THIS FIRST:

1. Check with your department's Graduate Coordinator first to find out what your program requires as "Professional and Scholarly Integrity Training (PSIT)".
2. Read below and follow instructions if you are required to complete specific CITI training modules.
3. If you do not complete Graduate School's "Registration Form" first (**STEP 1**), your CITI results will NOT be reported to your department.
4. You should complete PSIT as soon as possible, preferably within the first year of your graduate education at WSU.

CITI training is provided in a modular form. Modules reflect different disciplinary needs even though the module titles may be the same. Complete the modules that are required by your program.

STEP 1: Register on the Graduate School web page.

NOTE: This step needs to be completed only once.

- Click on www.wichita.edu/citi and register yourself on the Graduate School web page.

STEP 2: Register as a CITI user.

NOTE: This step needs to be completed only once.

- Click on <https://www.citiprogram.org/default.asp>
- Register as a new user:
 - Choose Wichita State University as your institution from the drop-down menu
 - Enter your name, address and use your WSU email address for the email address field
 - For Username – enter your WSUID
 - Enter all other required information
 - For step six: Please note that the institutional email is your WSU email. The category of highest degree is the degree you are currently seeking. Most students will *not* need to enter an employee ID number and for the role in research, most will select "student researcher – grad level."

STEP 3: Log-in to complete required CITI modules.

NOTE: If you are completing CITI as the only requirement for meeting PSIT, look for the courses that begin with the title "Graduate Programs in..." and find your discipline, or nearest discipline to yours, and select that course. It will contain the four or five modules required by your program. If CITI modules are required as part of a course, contact the course instructor about the required modules. You must pass EACH module with a grade of 80% or higher to be considered to have passed. This is true even if your overall grade for the CITI course shows "Pass". CITI modules can be taken as many times as necessary till you pass that module – *WSU considers 80% as the minimum score to pass a CITI module.*

- Click on <https://www.citiprogram.org/default.asp>
- Log-in using your CITI Username and password
- Click on View Instruction Page for additional information
- Click on Add a course or Update your learner group link to choose the discipline required by your academic program
- Complete the modules required by your program (see NOTE above). You can repeat a module multiple times until you get a passing grade (80% or better)
- Print out any completion report you need
- Go to CITI homepage if you have to start all over or need help

❖ **Check with your department's Graduate Coordinator for your program specific PSIT requirements.**