CITI Training – Registration Steps

The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course based on your organization's settings.

**Step 1** Choose a participating organization from the search box. All active organizations are listed. This includes the VA sites, The DoE organizations, HANC affiliates, Canadian organizations, Indian organizations, and Korean based organizations.

![CITI Learner Registration](image)

**Step 2** requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

You can use any email address to register.

While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.
At Step 3 you will choose a username and password for your account. Please follow the on-screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and which you can comfortably answer for the tech support team.
Step 4 asks for your country of residence.

Professionals seeking credit for CITU Program courses can make their selection for Continuing Education credits during Step 5.

This step is where you can also let us know your interest in participating in research surveys at a later date.
Step 6 is organization specific. Each organization determines the fields listed on this page and what information is required or optional. Some organizations request very specific information such as an employee ID number or campus name. Any questions regarding the fields on this page should be directed to your organization's CITI Program administrator.

The questions in Step 7 enroll you in CITI Program courses. These questions are set up based on the organization specific courses. Please read each question carefully to ensure you are enrolled in the correct course. Question 1 is the only question required for a human subjects researcher.
After selecting your courses, click on Finalize Registration.

Your learner account registration is complete.

You will now be able to access the Main Menu of your account.

Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Group.