

# CITI Program: New User Registration Instructions

**STEP 1:** Click on the **Register** tab



**STEP 2 [IMPORTANT]:** “Select Your Organization Affiliation” by typing in “University of Mount Union” and then follow the prompts to continue to create your username and password.

A screenshot of the CITI Program registration form. At the top is the CITI PROGRAM logo and the text 'English'. Below the logo are three buttons: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. A blue banner at the top of the form says 'CITI - Learner Registration'. Below the banner is a progress bar with steps 1 through 7, where step 1 is highlighted. The main heading of the form is 'Select Your Organization Affiliation'. Below this is a paragraph: 'This option is for persons affiliated with a CITI Program subscriber organization. To find your organization, enter its name in the box below, then pick from the list of choices provided.' There is a text input field containing 'University of Mount Union'. Below the input field is a paragraph: 'University of Mount Union only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of Mount Union.' Both are checked. At the bottom is a blue button that says 'Continue To Create Your CITI Program Username/Password'.

After you have entered your information and created an account, you can begin your course(s). Upon completion, save your certificate of completion. You will need to attach it to your IRB application.