

1. Go to [www.citirpogram.org](http://www.citirpogram.org)
2. Click on the “Register” button under “Create an account”
3. You will need to select the institution that you are affiliated with. Only accepted modules by your affiliated institution will be available for you to complete.
4. Enter your personal information. All fields marked with \* are required. Click on the “Continue to Step 3” button.
5. Create your Username, Password, and choose a security question and answer. We encourage the use of something that is easy to remember since you will need to complete the CITI refresher course in 3 years. Click on the “Continue to Step 4” button.
6. Complete gender, ethnicity and race. Click on “Continue to Step 5” button.
7. Select whether you want to receive Continuing Education credit for CITI Program courses.
8. Complete all fields that are marked \* in Step 6 for your Institutions profile and click on “Continue to Step7”.
9. On the Select “Curriculum for your Institution” please select:
  - Human Research (Biomedical Research)
  - CITI Good Clinical Practice Course
  - CITI Health Information Privacy and Security
  - Training for Investigators, Staff and Students Handling Biohazards
  - “Biosafety complete Training Series” by CITI Program
10. Finalize Registration
11. Use the “Main Menu” | FAQ | Logoff” links at the top of the page as needed.
12. If you get an overall score of 75% of the quiz questions correct, you will be allowed to download a Course Completion Certificate. If you do not get an overall 75% of the quiz questions correct, you may review the modules and retake the quizzes as many times as needed to obtain a passing score.