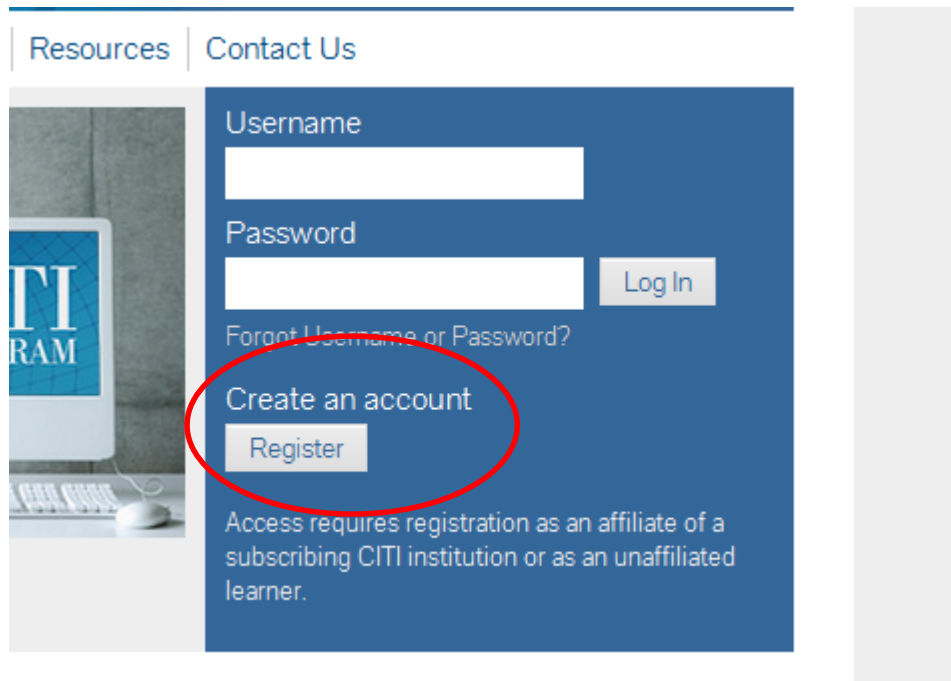


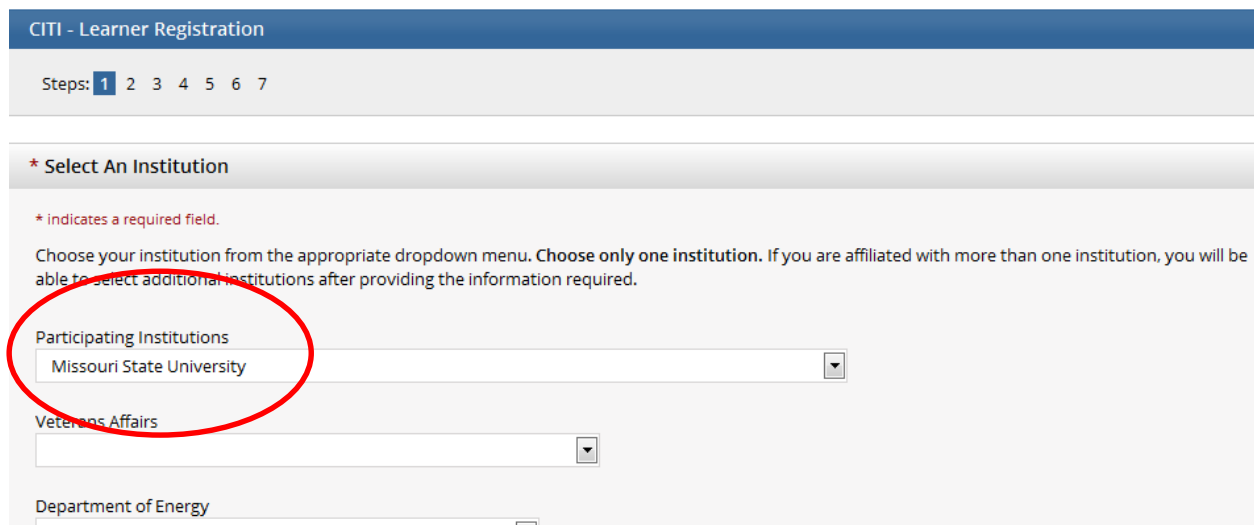
Registering and Signing up for the Correct Course at CITI

Start at: <https://www.citiprogram.org/index.cfm?pageID=22>



The screenshot shows the top navigation bar with "Resources" and "Contact Us" links. Below is a blue registration box. On the left is a photo of a computer monitor displaying the CITI logo. The registration form includes fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". The "Create an account" section is circled in red, containing a "Register" button. Below this, text states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

Click "Register"



The screenshot shows the "CITI - Learner Registration" page. A progress bar indicates "Steps: 1 2 3 4 5 6 7", with "1" highlighted. The main heading is "* Select An Institution". A red asterisk indicates a required field. Instructions state: "Choose your institution from the appropriate dropdown menu. Choose only one institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required." The "Participating Institutions" dropdown menu is circled in red and shows "Missouri State University" selected. Other dropdown menus for "Veterans Affairs" and "Department of Energy" are visible below.

Choose MSU on the "Participating Institutions" drop-down.

Click "Continue to Step 2"

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Fill in the required information.

Click "Continue to Step 3"

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**


Fill in the required information.


Click "Continue to Step 4"


CITI - Learner Registration

Steps: 1 2 3 **4** 5 6 7

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? 

Why does CITI Program use these categories? 

Why does CITI Program ask about your gender? 

* indicates a required field.

* Your Gender Is:

- Male
- Female
- I would rather not disclose

* Your Ethnicity Is: (You may choose only one)

Fill in the required information.

Click "Continue to Step 5"

CITI - Learner Registration

Steps: 1 2 3 4 **5** 6 7

indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

If you answer "yes", you will be provided with information before you start a CEU-eligible course about the amount of credit available, information from the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, and you will be **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

- Yes
- No
- Not sure. Ask me later

Answer the required questions. The most common answer to the one above is "no".

Click "Continue to Step 6"

CITI - Learner Registration

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Missouri State University

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Fill in at least the 3 required fields in this area. Most students will choose either **Student Researcher – Undergraduate** or **Student Researcher – Graduate** from the “Role in research” drop-down.

Click “Continue to Step 7”

Select Curriculum - Missouri State University

* indicates a required field.

[View instructions page](#)

Question 8

Biosafety/Biosecurity

Please select below if you are required to complete the Biosafety/Biosecurity training.

Choose one answer

- Initial Biosafety Training
- Biosafety Retraining
- Bloodborne Pathogens Training
- Not at this time.

Skip to question 8. Choose the required Biosafety/Biosecurity course.



Main Menu

Missouri State University Courses		
Course	Status	Completion Report
Social-Behavioral-Educational Researchers	Not Started	Not Earned

My Learner Tools for Missouri State University

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

You should now be on this page.

To start your course, click the name of the course you wish to enter and proceed from there.