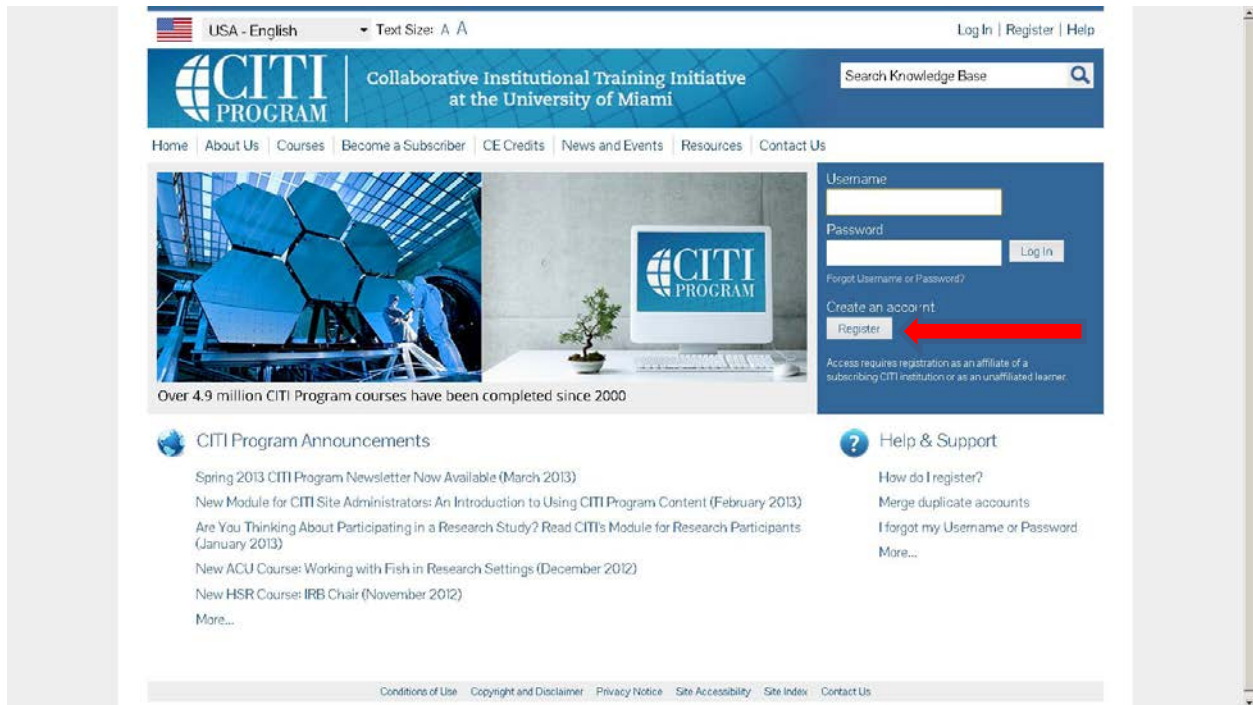


New Subscribers

Step 1: Begin by accessing the site www.citiprogram.org and clicking the “Register” button



The screenshot displays the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the navigation bar, there is a main content area with a large image of a person in a blue lab coat working in a laboratory. To the right of the image is a login and registration form. The form includes fields for "Username" and "Password", a "Log In" button, and a "Create an account" section with a "Register" button. A red arrow points to the "Register" button. Below the main content area, there are sections for "CITI Program Announcements" and "Help & Support". The footer contains links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Resources | Contact Us

Over 4.9 million CITI Program courses have been completed since 2000

Username

Password
 Log In

Forgot Username or Password?

Create an account
Register

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

CITI Program Announcements

- Spring 2013 CITI Program Newsletter Now Available (March 2013)
- New Module for CITI Site Administrators: An Introduction to Using CITI Program Content (February 2013)
- Are You Thinking About Participating in a Research Study? Read CITI's Module for Research Participants (January 2013)
- New ACU Course: Working with Fish in Research Settings (December 2012)
- New HSR Course: IRB Chair (November 2012)
- More...

Help & Support

- How do I register?
- Merge duplicate accounts
- I forgot my Username or Password
- More...

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Step 2: Complete Registration Steps 1-7- begin by selecting “The appropriate institution” from the drop down list of participating institutions.

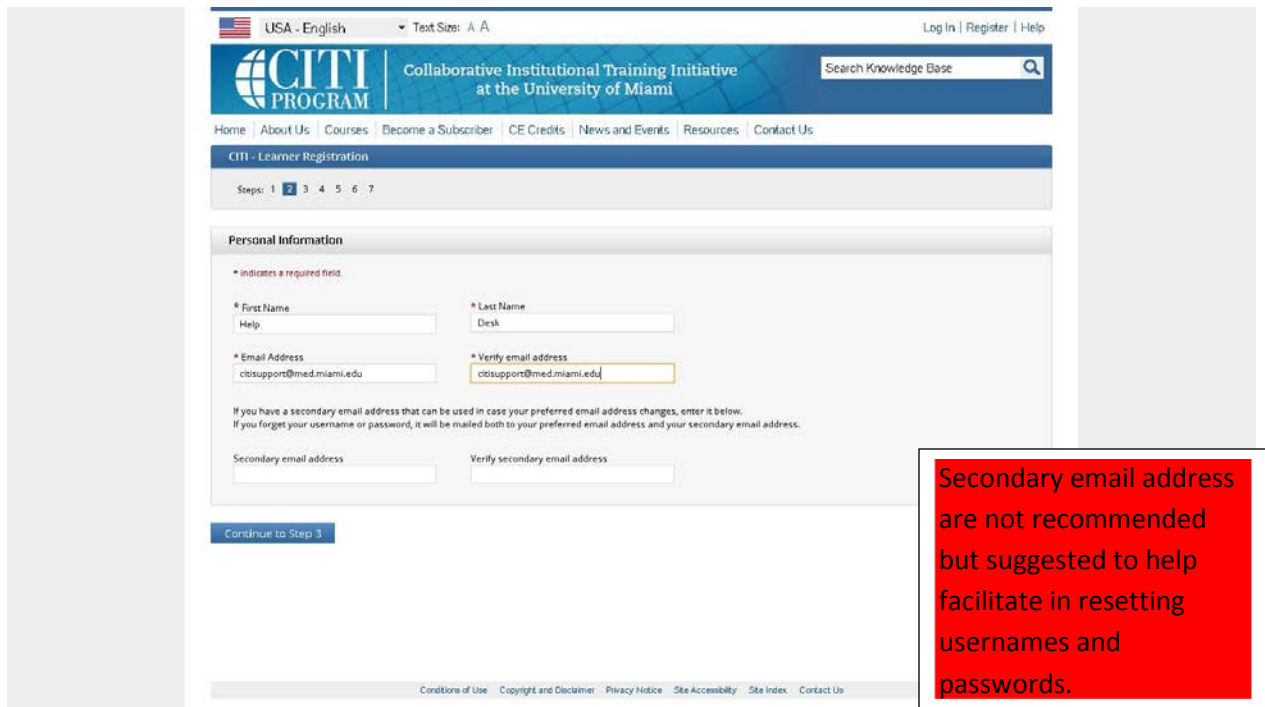
***NOTE:** When entering your email address in **step 2 of this section**, be sure to use an email address that you can access.

In step 3 of this section you will chose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field and note that 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 will be easy for you to recall.

In step 7 of this step you will pick your courses and additional modules if needed.

The screenshot shows the 'CITI - Learner Registration' interface. At the top, there is a progress bar with steps 1 through 7, where step 1 is currently selected. Below this is the section title '* Select An Institution'. A note indicates that an asterisk (*) denotes a required field. The 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 form contains several dropdown menus: 'Participating Institutions', 'Veterans Affairs', 'Department of Energy', 'HIV/AIDS Network Coordination (HANIC)', 'Canadian Institutions', 'India Participating Institutions', and 'Korea Participating Institutions'. At the bottom of the form, there is a checkbox for 'I am not affiliated with a participating institution. I would like to register with CITI as an independent learner. (Fees apply.)' and a link for 'My institution is not listed as a participating institution. Click here for information on how to subscribe as a participating institution.' A blue button labeled 'Continue to Step 2' is located at the bottom left of the form area.

For steps 1-7 every line with an asterisk beside it requires an input.



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CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

Personal Information

* indicates a required field

* First Name Help

* Last Name Desk

* Email Address citsupport@med.miami.edu

* Verify email address citsupport@med.miami.edu

If you have a secondary email address that can be used in case your preferred email address changes, enter it below.
If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address.

Secondary email address

Verify secondary email address

Continue to Step 3

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Step 3: Once your registration is complete, you will receive an email asking you to confirm your email address and registration by clicking on the activation link provided.



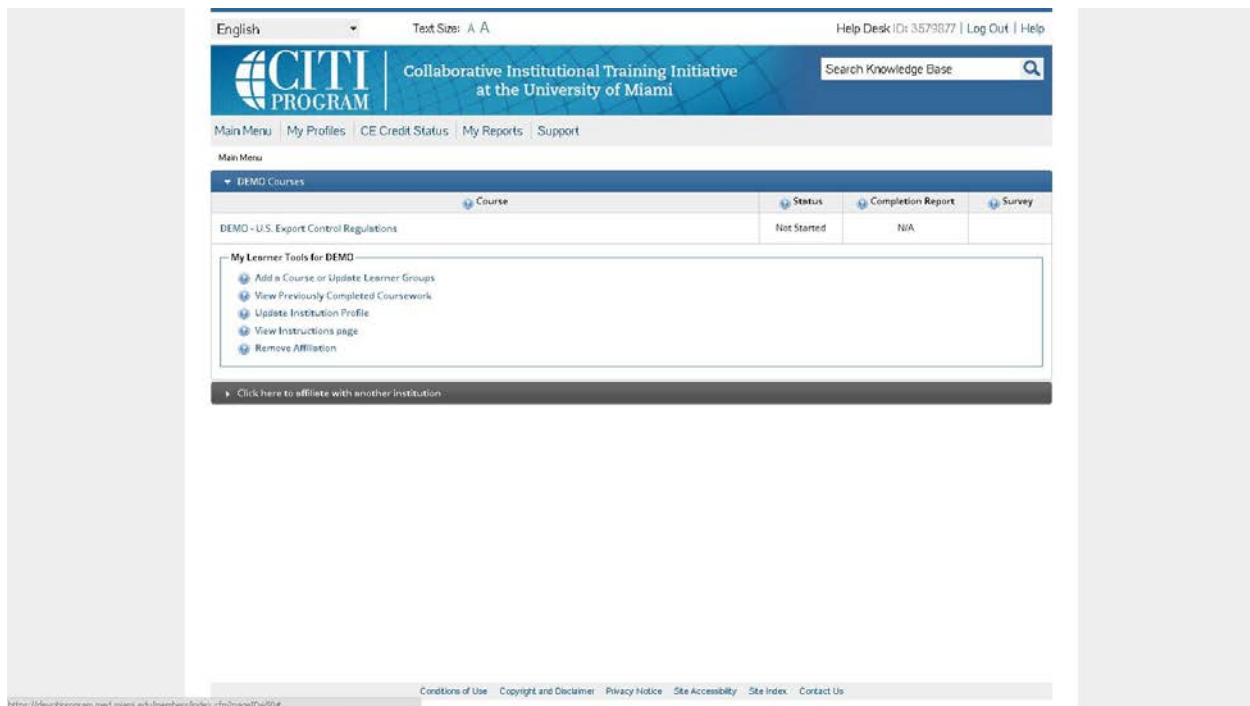
Thank you for registering with the Collaborative Institutional Training Initiative (CITI Program).

To confirm your email address and complete your registration, please click on the link below:
https://www.citiprogram.org/index.cfm?pageID=183&email_youremailaddresshere&id=3684854

Thank you
 Collaborative Institutional Training Initiative (CITI Program)

Step 4: Return to the CITI site and begin by entering your username and password {which was created registration step 2} and click “Log In”

Step 5: You now can access your main menu screen and your course(s) are now available to enter and complete. Click the course name to enter that course. (If you need to make changes to your courses, click on **Add a Course or Update Learner Group**).



The screenshot displays the CITI PROGRAM website interface. At the top, there is a navigation bar with the text "English", "Text Size: A A", and "Help Desk (ID: 3579877) | Log Out | Help". Below this is a blue header with the "CITI PROGRAM" logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is also present. The main navigation menu includes "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". The "Main Menu" is expanded to show "DEMO Courses". Below this, there is a table with columns for "Course", "Status", "Completion Report", and "Survey". The table contains one entry: "DEMO - U.S. Export Control Regulations" with a status of "Not Started" and a completion report of "N/A". Underneath the table is a section titled "My Learner Tools for DEMO" with a list of links: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom of the page, there is a footer with a link "Click here to affiliate with another institution" and a row of links: "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us". The URL "https://devchiprogram.med.miami.edu/members/index.cfm?pageID=50#f" is visible at the bottom left.

* Once a course is completed, the system will allow you to print the completion report. It is imperative to **PRINT** your report and retain for your records.