



REGISTRATION STEPS FOR NEW USERS

1. Go to the CITI website: <https://about.citiprogram.org/>
 - Select **Register**



2. Select **REGISTER** (if you are a new user)

English ▼



LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

Username [Forgot?](#)

Password [Forgot?](#)

Log In



3. Next click on “Select Your Organization Affiliation”



CITI
PROGRAM

English ▾

LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

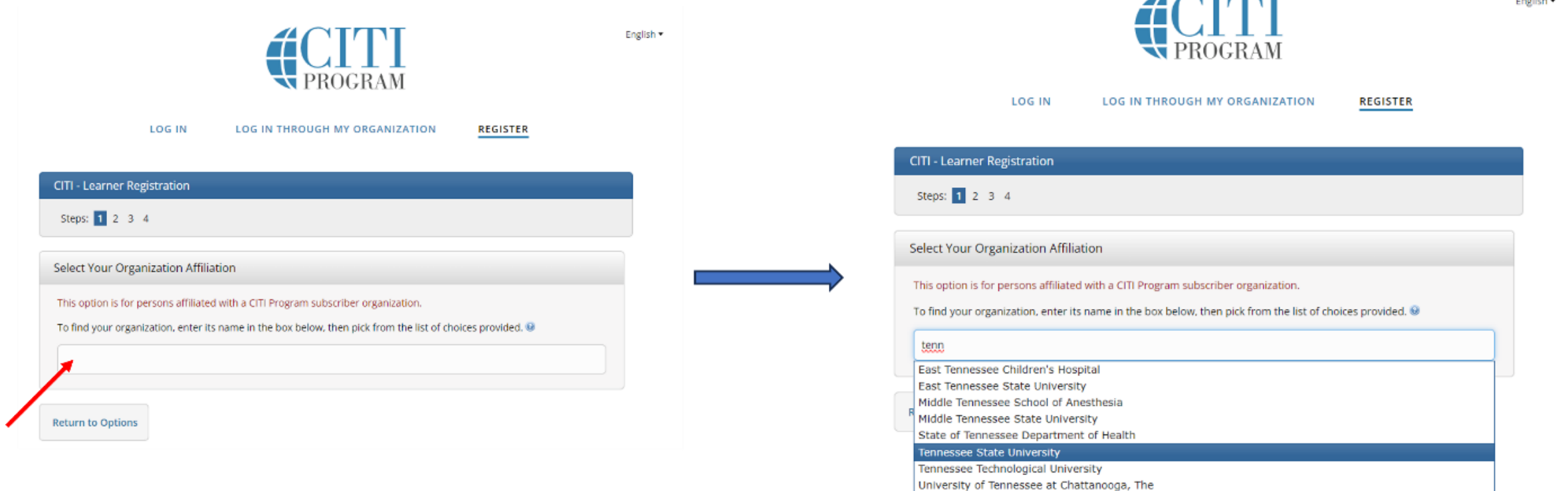
Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)
[Status Page](#)

4. Start typing Tennessee State University. A dropdown list will appear. Select Tennessee State University from the list.



The image shows two screenshots of the CITI Program Learner Registration page. The left screenshot shows the 'Select Your Organization Affiliation' step with a red arrow pointing to the search input field. The right screenshot shows the dropdown list of organizations that appears after typing 'tenn'.

CITI PROGRAM English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

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. ⓘ

Return to Options

CITI PROGRAM English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

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. ⓘ

tenn

- East Tennessee Children's Hospital
- East Tennessee State University
- Middle Tennessee School of Anesthesia
- Middle Tennessee State University
- State of Tennessee Department of Health
- Tennessee State University**
- Tennessee Technological University
- University of Tennessee at Chattanooga, The

5. Check both boxes.

- Then click on **Create a CITI Program account**

English ▾

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

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. ⓘ

Tennessee State University

Tennessee State University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

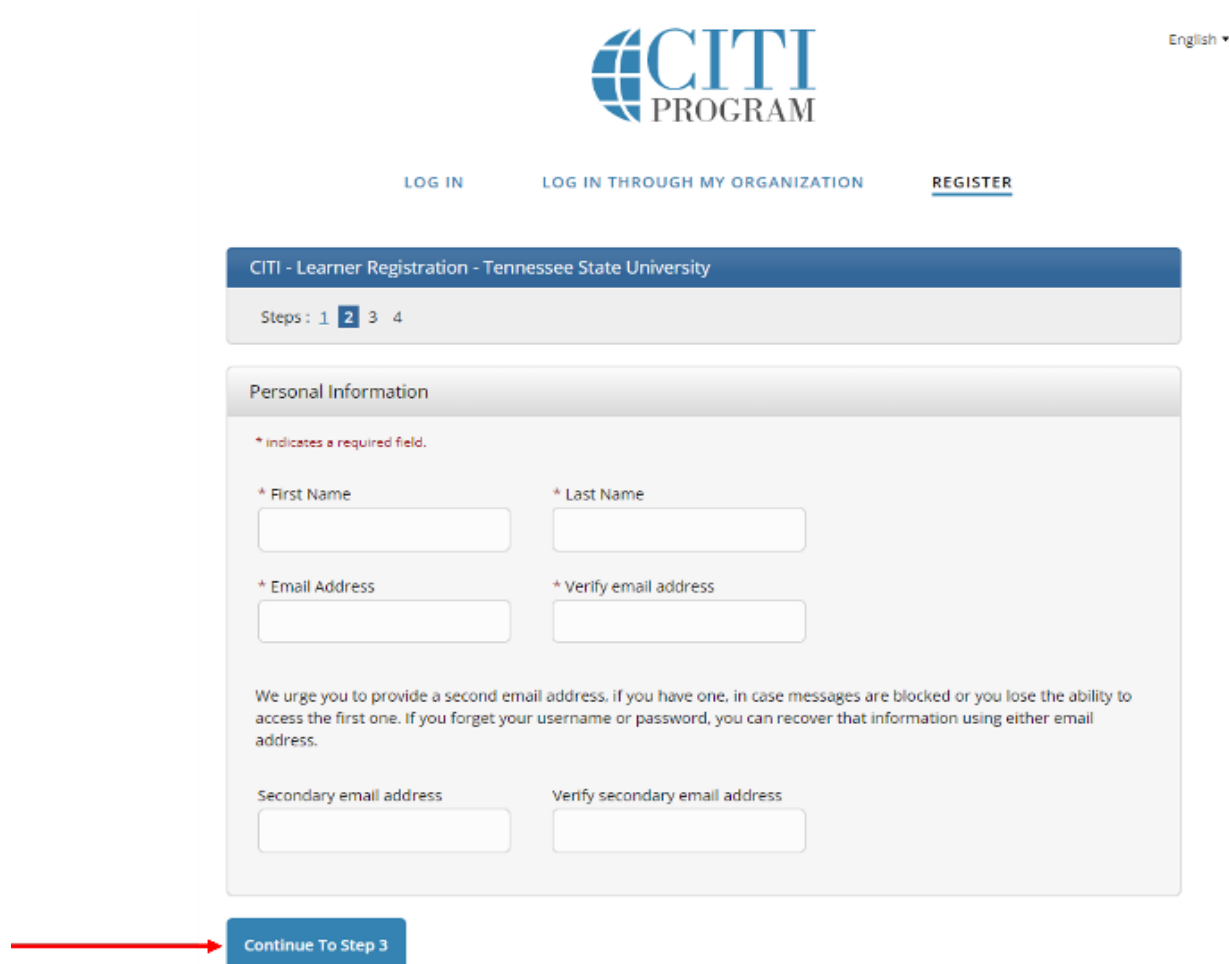
☒ I affirm that I am an affiliate of Tennessee State University.

Create a CITI Program account

[Return to Options](#)

6. Enter required personal information.

- Then click **Continue To Step 3**



The screenshot shows the CITI Program Learner Registration page for Tennessee State University. The page is titled "CITI - Learner Registration - Tennessee State University" and indicates it is Step 2 of 4. The "Personal Information" section contains the following fields:

- * First Name (required)
- * Last Name (required)
- * Email Address (required)
- * Verify email address (required)

A note states: "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."

Below the note are two additional fields:

- Secondary email address
- Verify secondary email address

A red arrow points to the "Continue To Step 3" button at the bottom of the form.

7. Create your Username and Password

- Select **Continue To Step 4** once completed

CITI - Learner Registration - Tennessee State University

Steps: 1 2 3 4

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.**

* Security Question

* Security Answer

Continue To Step 4

8. Enter Country of Residence and your choice if you want CITI to contact you

- Next select **Finalize Registration** once completed


LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration - Tennessee State University

Steps: 1 2 3 **4**

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 Connect your ORCID iD


* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

☐ Yes

☐ No

 **Finalize Registration**

9. Select NO for CE eligibility

- Next click **Submit**

CE/CMEs

Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

☐ YES

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

☒ NO

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase **after** you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grade book page.

 **Submit**

10. Fill in all required information on the page and select course you plan to take

- Select **Next** once completed

Affiliate with an Institution

Tennessee State University

[Home](#) > [Profiles](#) > Affiliate with an Institution

i Please provide the following information requested by Tennessee State University.

Fields marked with an asterisk (*) are required.

Language Preference

...

Institutional email address *

We recommend providing an email address issued by Tennessee State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Tennessee State University officials identify your learning records in reports.

Enter a valid Institutional Email Address.

Verify Institutional email address *

Re-enter Institutional Email Address.

Highest degree *

...

Which course do you plan to take? *

...
Basic Human subjects - Biomedical Basic Human subjects - Biomedica
Basic Human Subjects - Biomedical & Social & Behavioral Focus
Basic Human Subjects - Social & Behavioral Focus
Biosafety / Biosecurity
Good Clinical Practice
Health Information Privacy and Security (HIPS)
Laboratory Animal Welfare
Other
Refresher Course - Biomedical Research
Refresher Course - Social and Behavioral Research
Responsible Conduct of Research

Office Phone *

Which course do you plan to take? *

Laboratory Animal Welfare

Home Phone

Next

11. Scroll down to CITI Course Enrollment Questions and answer all questions

CITI Course Enrollment Questions

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

- ☐ Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
- ☐ IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.
- ☐ Not at this time.

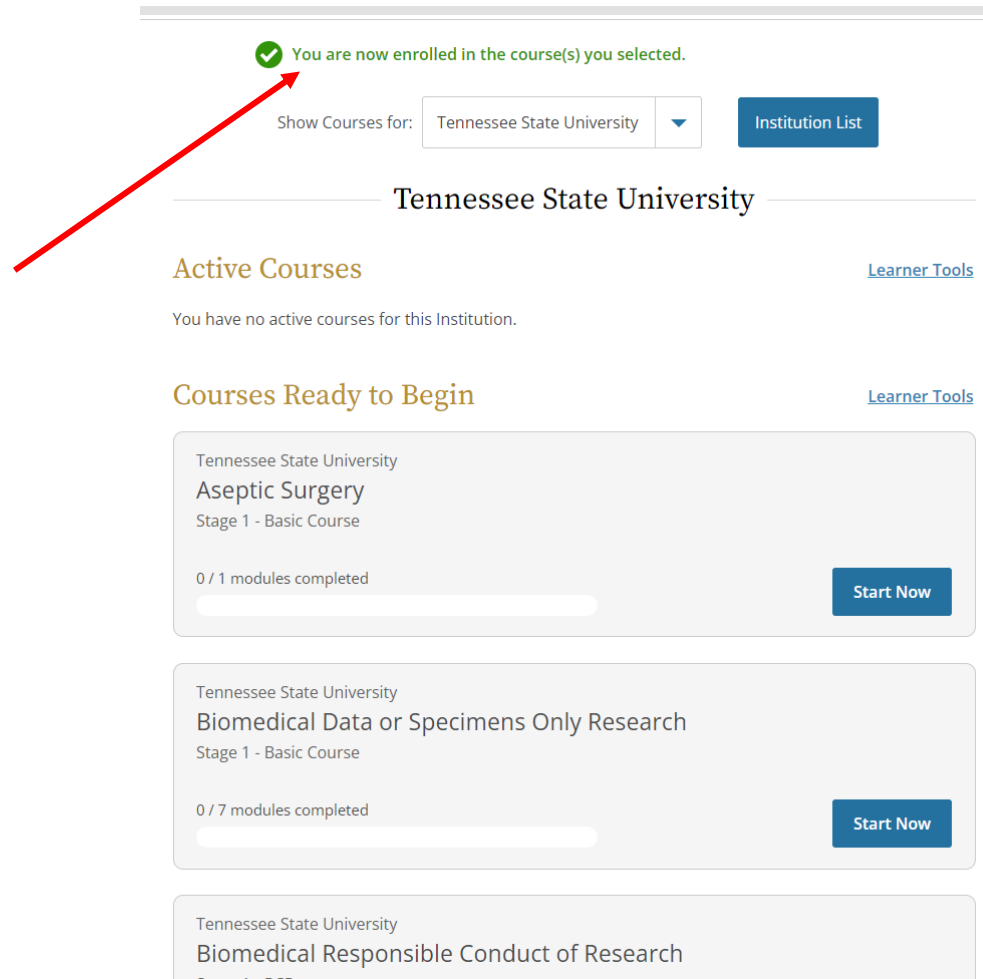
Question 2

IRB Administration


Please make your selection below if you wish to be enrolled in the IRB Administration course.

- ☐ IRB Administration
- ☐ Not at this time.

12. Once completed the system will automatically enroll you in courses based on the answers you provided



✓ You are now enrolled in the course(s) you selected.

Show Courses for: Tennessee State University  [Institution List](#)

Tennessee State University

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Tennessee State University

Aseptic Surgery

Stage 1 - Basic Course

0 / 1 modules completed

[Start Now](#)

Tennessee State University

Biomedical Data or Specimens Only Research

Stage 1 - Basic Course

0 / 7 modules completed

[Start Now](#)

Tennessee State University

Biomedical Responsible Conduct of Research

Stage 1 - Basic Course

13. Select Start Now to start your course.

✓ You are now enrolled in the course(s) you selected.

Show Courses for:

Tennessee State University



Institution List

Tennessee State University

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

Tennessee State University

Aseptic Surgery

Stage 1 - Basic Course

0 / 1 modules completed



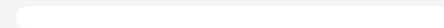
Start Now

Tennessee State University

Biomedical Data or Specimens Only Research

Stage 1 - Basic Course

0 / 7 modules completed



Start Now

Tennessee State University

Biomedical Responsible Conduct of Research

Stage 1 - Basic Course