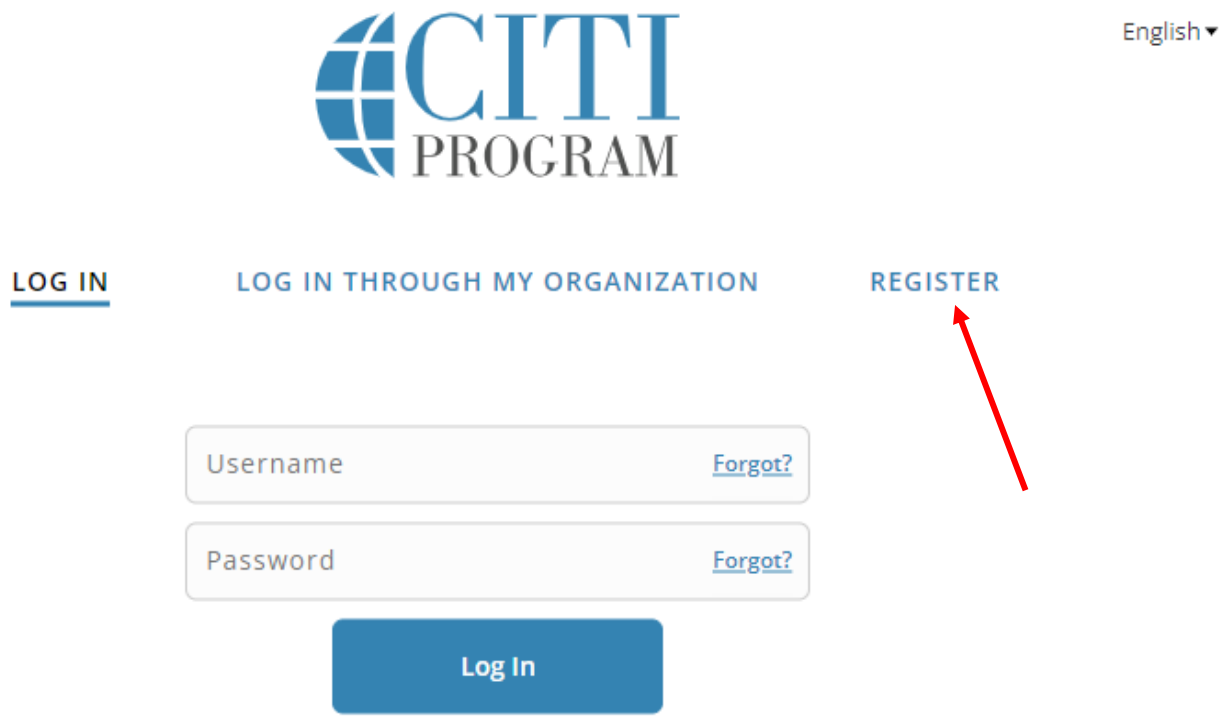
REGISTRATION STEPS FOR NEW USERS

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

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

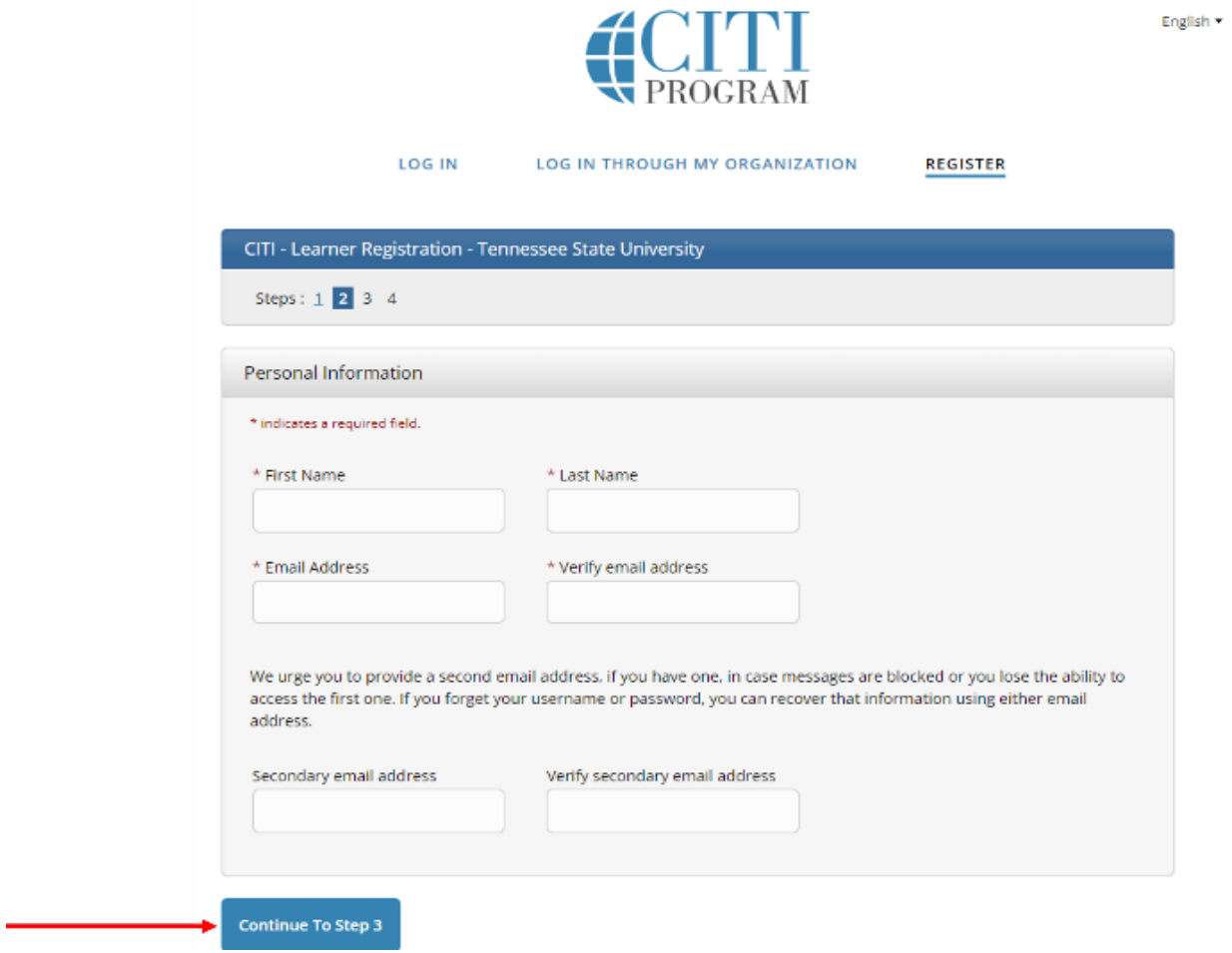


3. **Next click on “Select Your Organization Affiliation”**

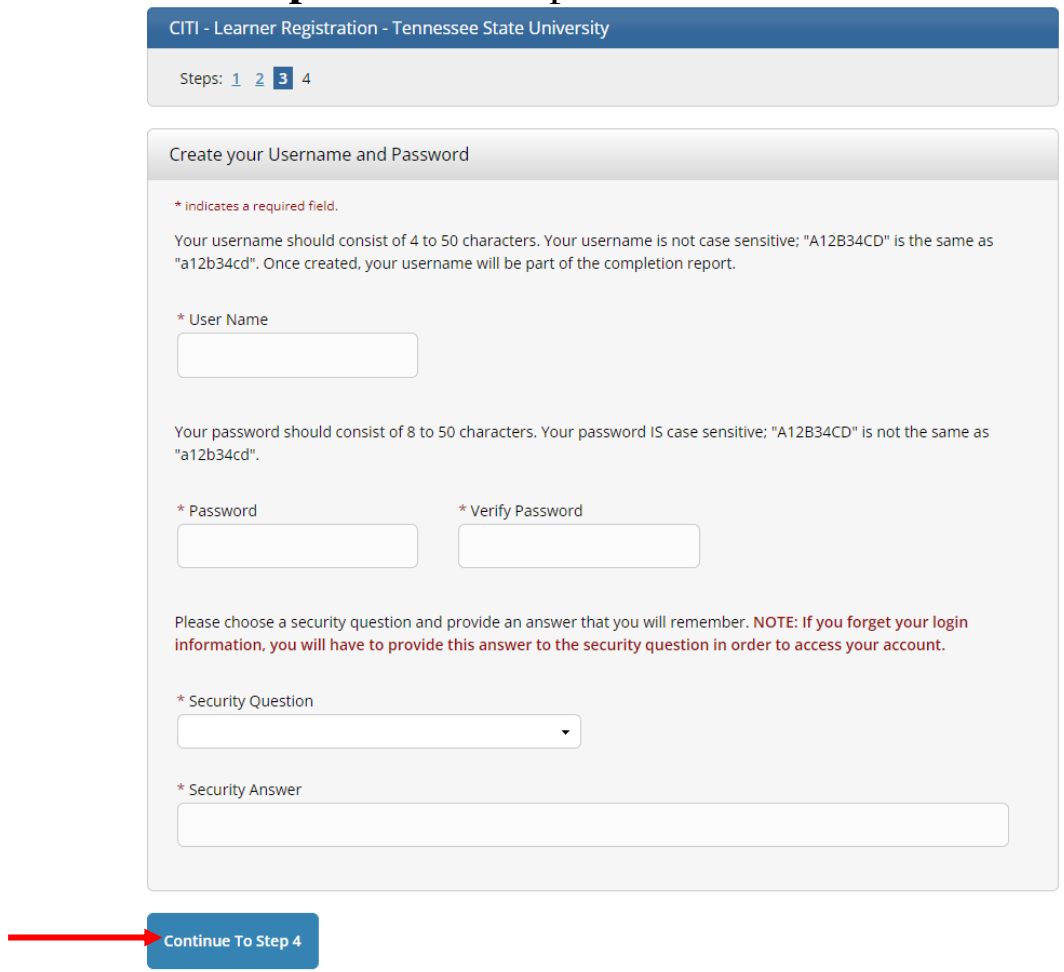
4. **Start typing Tennessee State University. A dropdown list will appear. Select Tennessee State University from the list.**

5. **Check both boxes.**
   - Then click on **Create a CITI Program account**

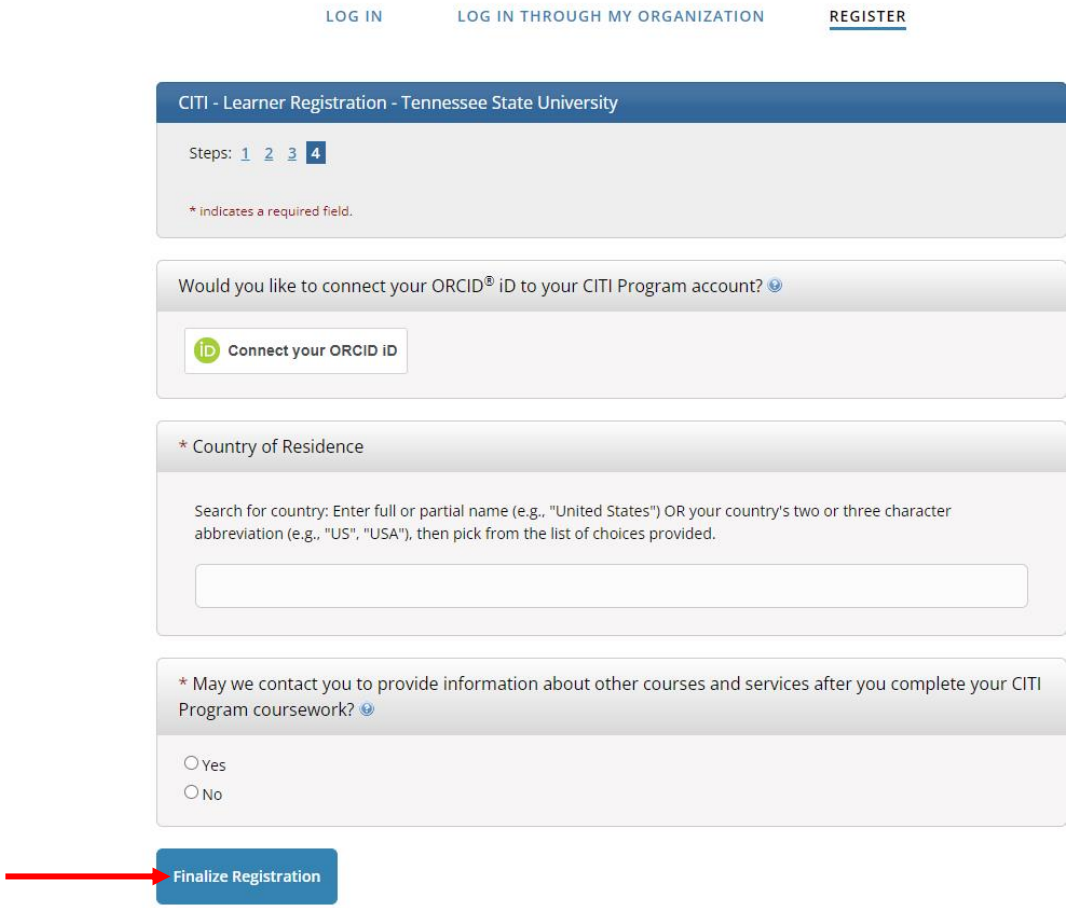
6. **Enter required personal information.**
   - Then click **Continue To Step 3**



7. **Create your Username and Password**
   - Select **Continue To Step 4** once completed

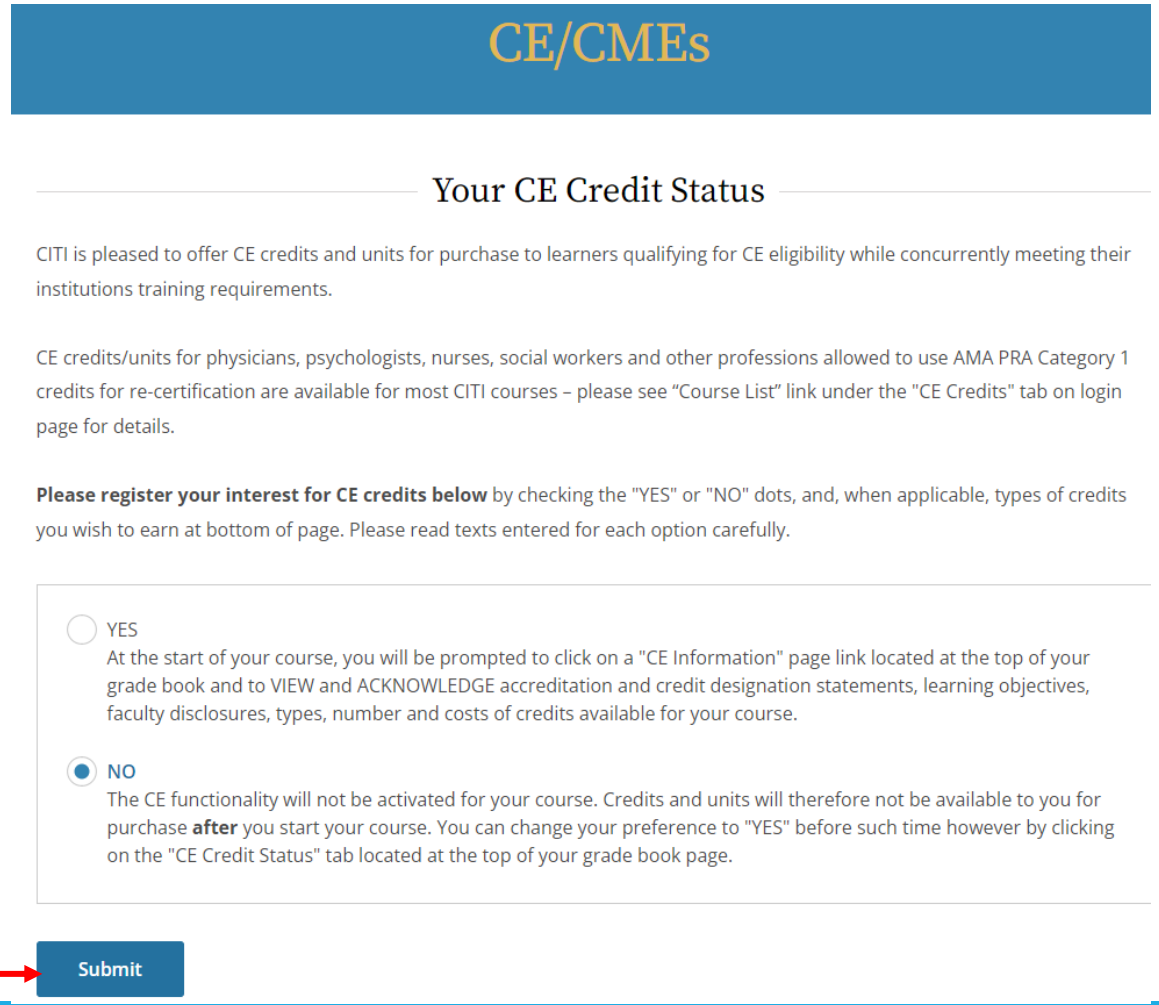


8. **Enter Country of Residence and your choice if you want CITI to contact you**
   - Next select **Finalize Registration** once completed



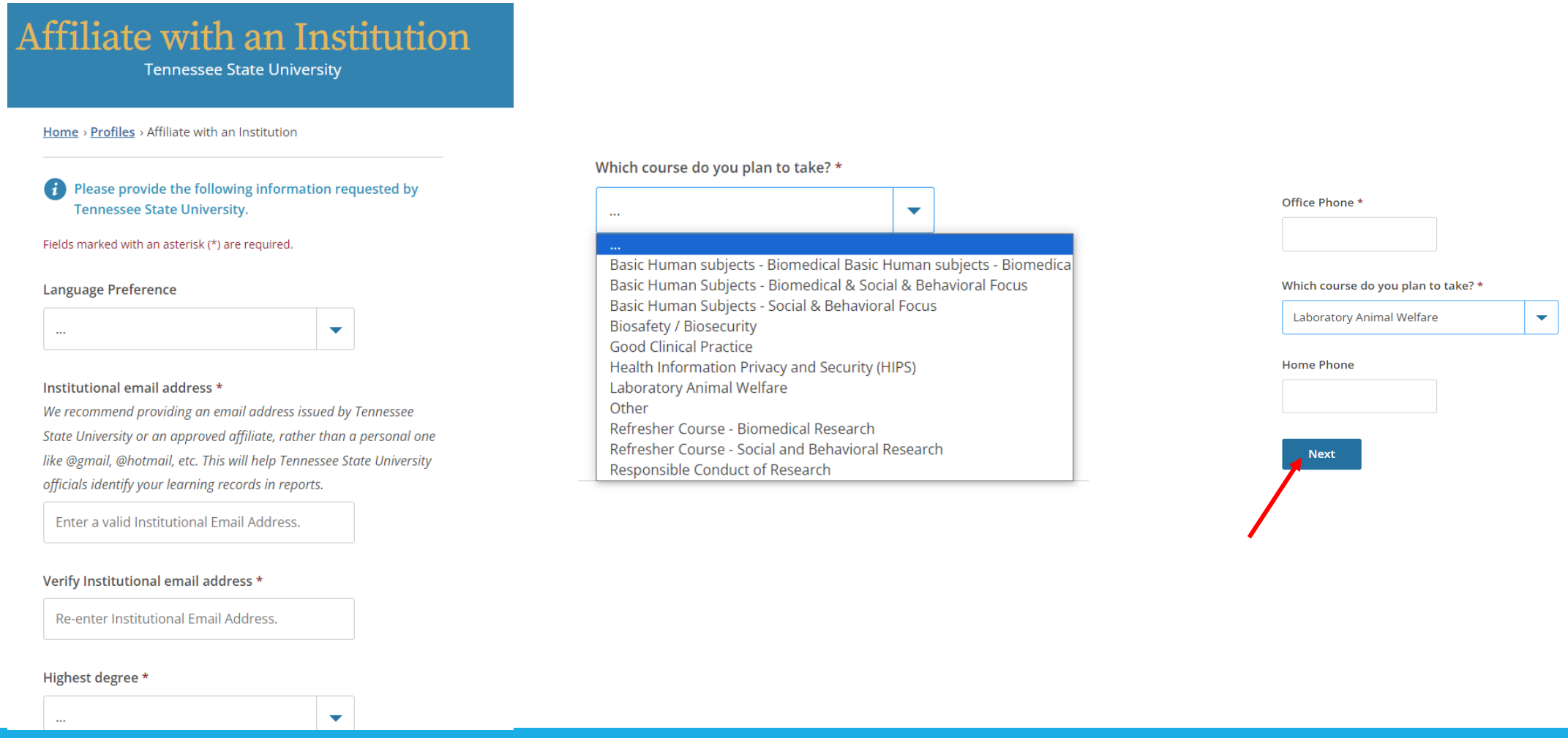
9. Select NO for CE eligibility

- Next click **Submit**

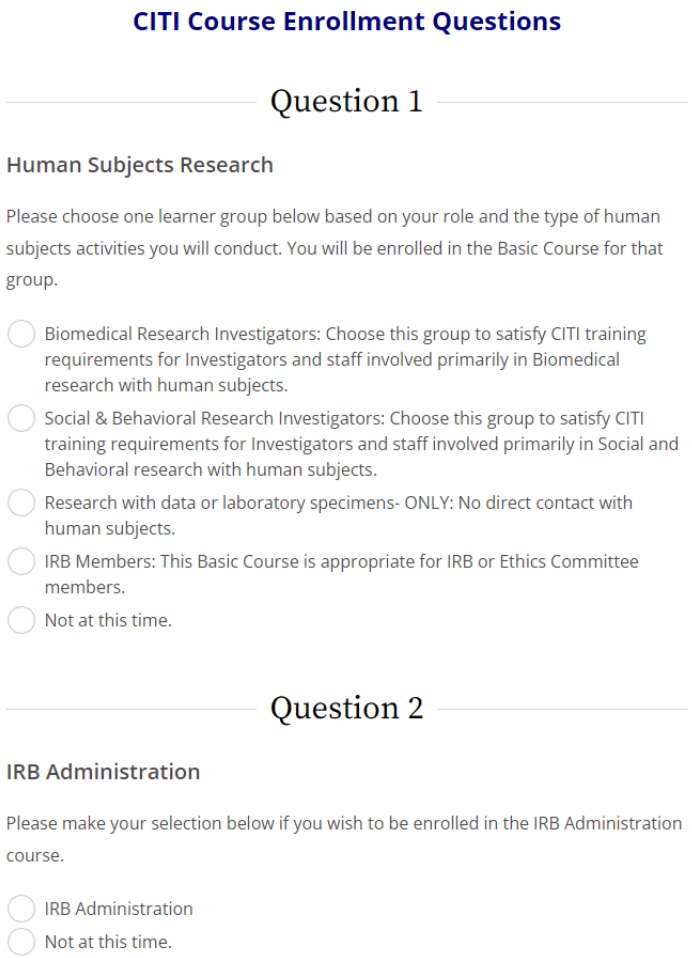


10. Fill in all required information on the page and select course you plan to take

- Select **Next** once completed



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.

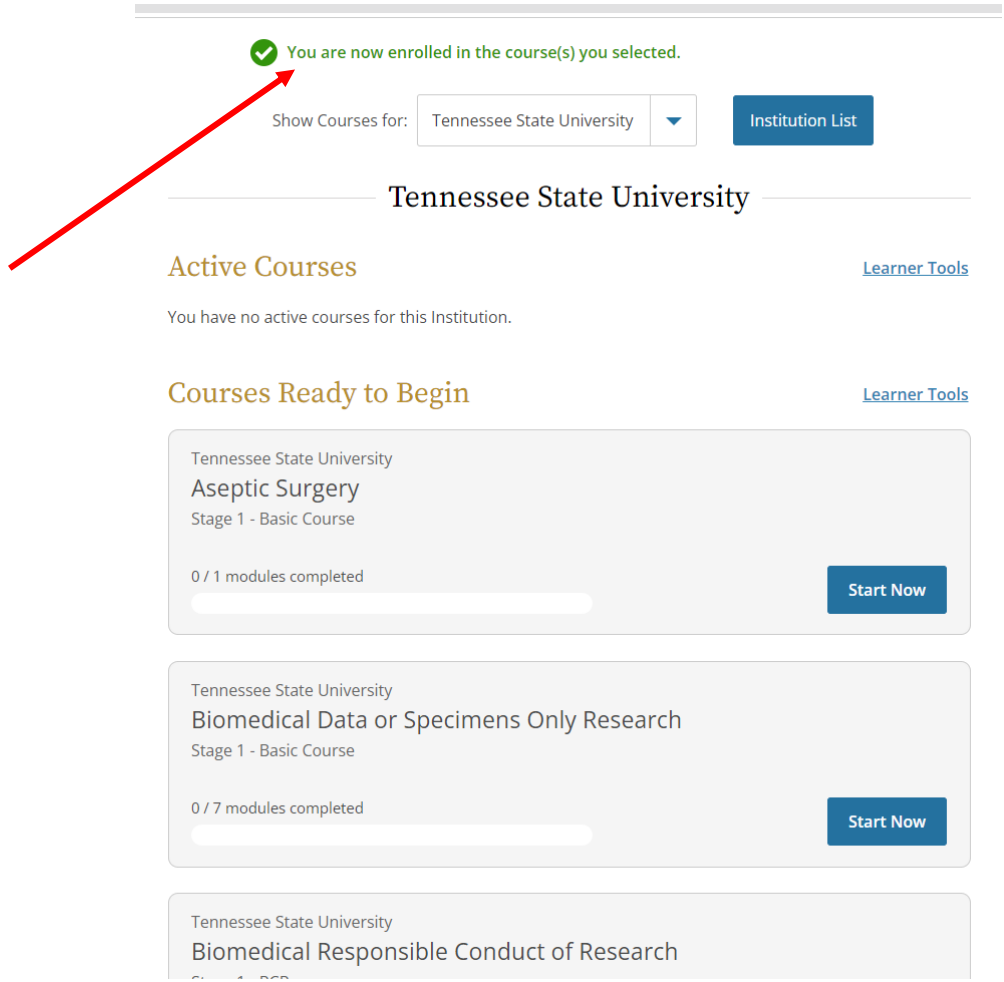
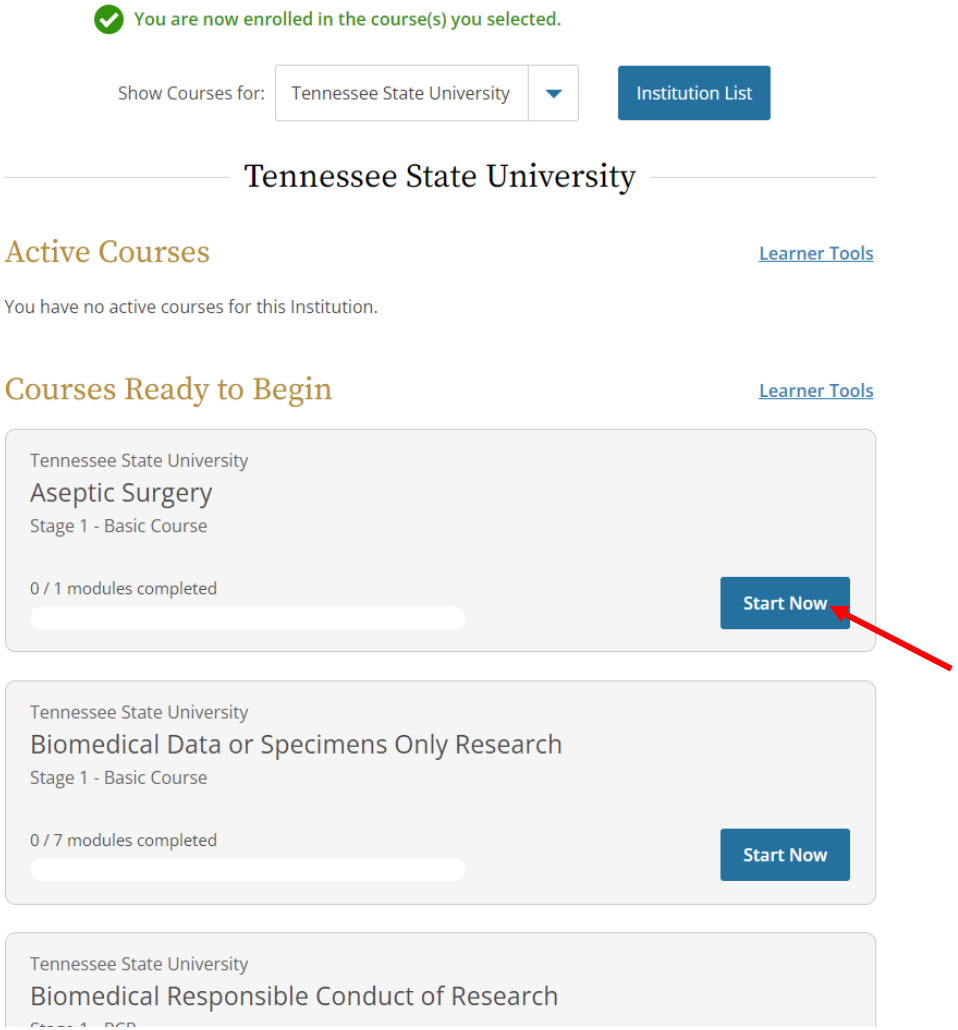
Question 2

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**



13. Select Start Now to start your course.