

RESEARCH INTEGRITY

CITI Training Directions

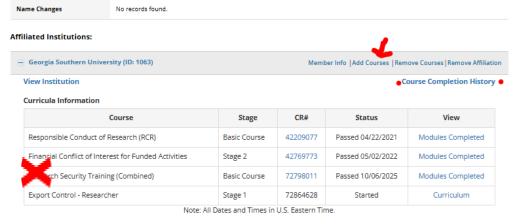
Adding Training Courses to a CITI Account

Instructions

- 1. Log into your CITI account
 - a. Georgia Southern CITI Log In
 - b. Non-GS CITI Log In
- 2. If you have more than one affiliation, make sure you are showing courses for Georgia Southern University.



3. On the banner above your course curricula, go to Add a Course.



- 4. Check the box next to the desired course(s).
 - a. You DO NOT have to check a box in each section.
 - b. Visit the <u>Training Decision Tree</u> or the <u>Training Requirements Chart</u> if you aren't sure which course(s) you need to take.
- 5. At the bottom of the page, click Submit.
- 6. The new course will now be listed under your Active Courses.
- 7. Begin the course by clicking Start Now. Each course has multiple modules. All required modules must be completed with an 80% or higher.
- 8. How to Download your training certificate.