GEORGIA SOUTHERN UNIVERSITY

RESEARCH INTEGRITY

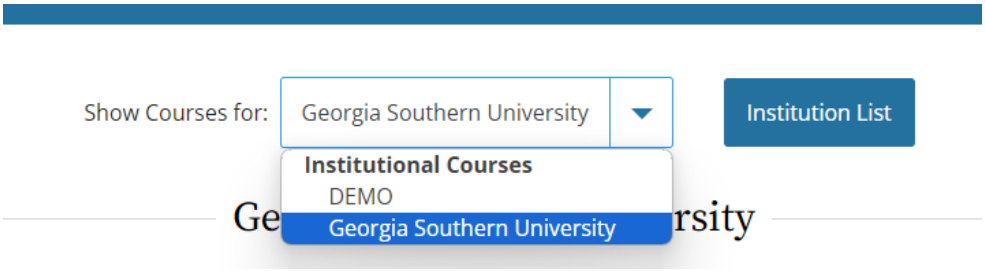
# CITI Training Directions

## Adding Training Courses to a CITI Account

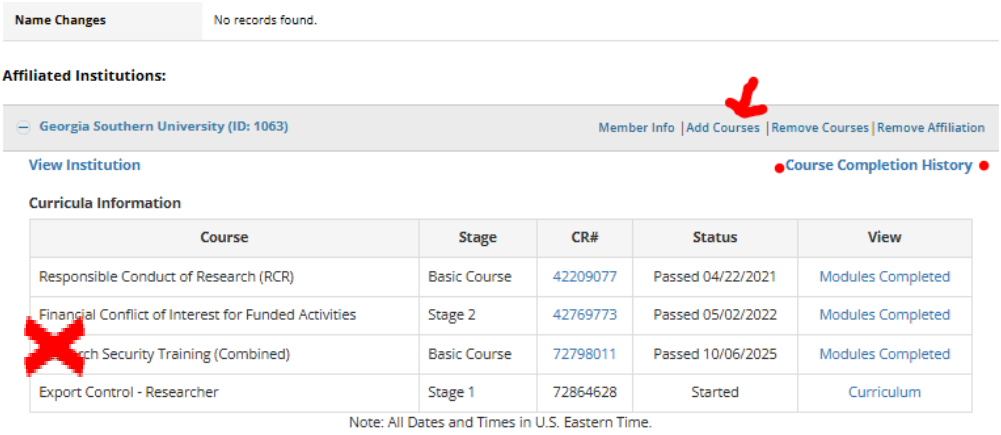
### Instructions

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 Training Decision Tree or the Training Requirements Chart 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.**