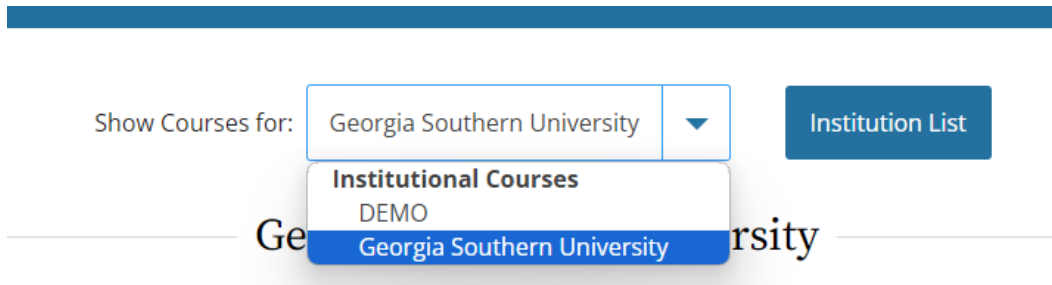


CITI Training Directions

Adding Training Courses to a CITI Account

Instructions

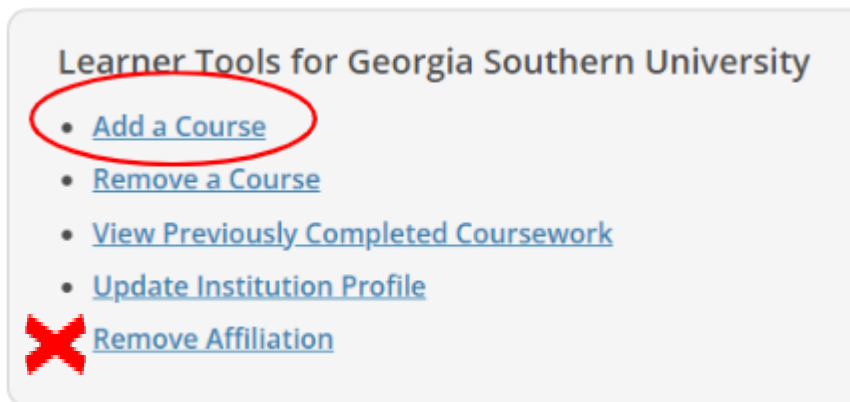
1. Log into your CITI account
 - a. [Georgia Southern CITI Log In](#)
 - b. [Non-GS CITI Log In](#)
2. If you have more than one affiliation, make sure you are showing courses for Georgia Southern University.



Show Courses for: Georgia Southern University ▼ Institution List

Ge Institutional Courses DEMO Georgia Southern University rsity

3. At the bottom of the page, go to Add a Course.



Learner Tools for Georgia Southern University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

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.](#)