CITI Training Directions

Registration For a CITI Training Account

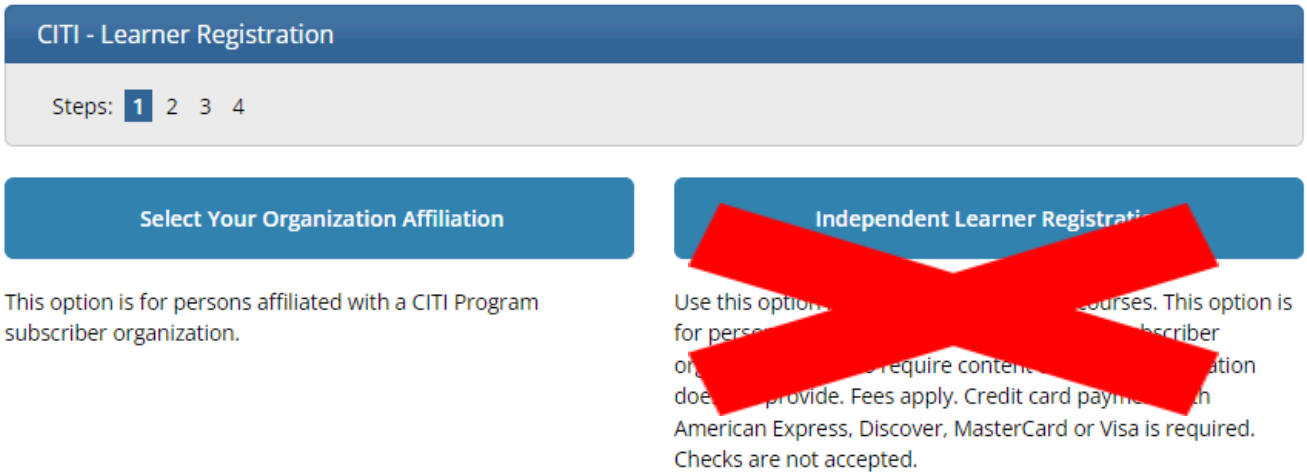
For Non-GS Personnel

Instructions

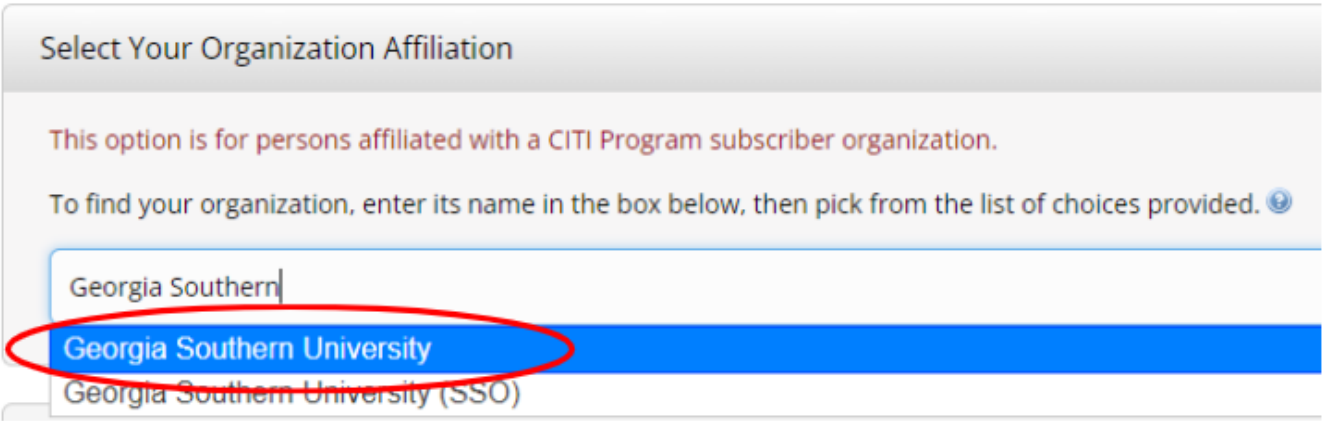
1. **Go to the CITI Program website.**
2. **Click on "Register."**



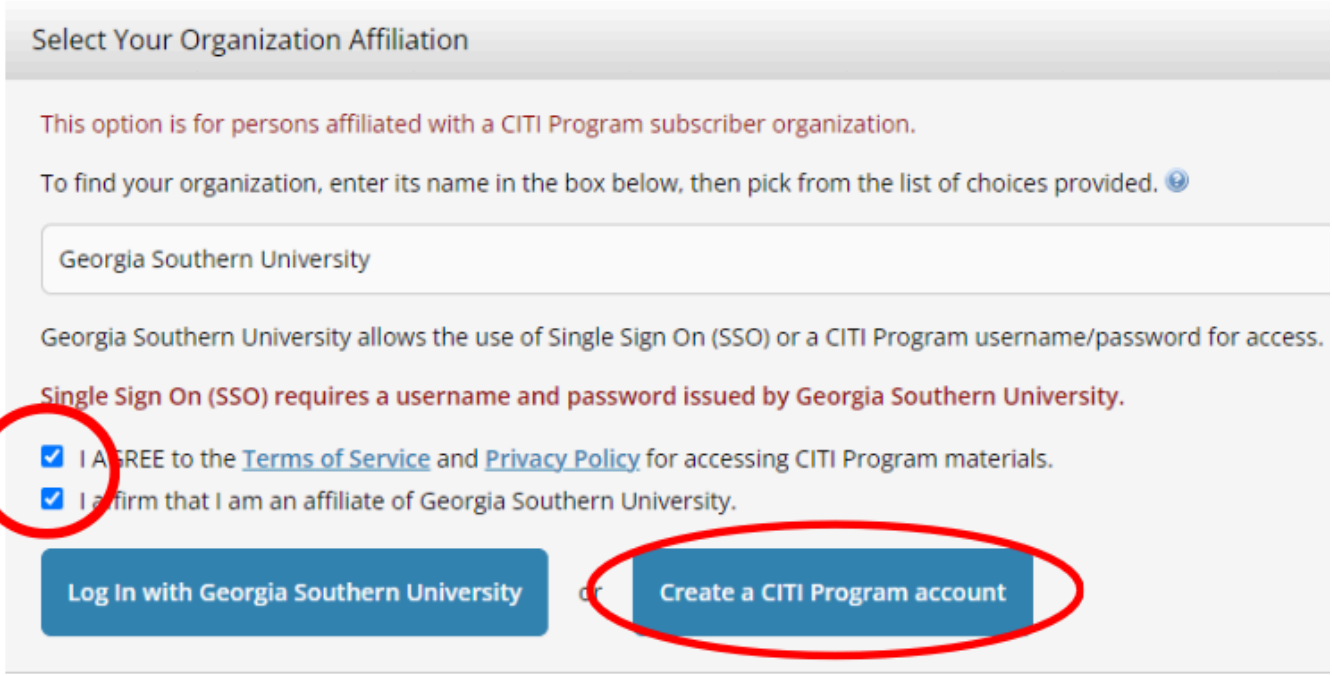
3. **Click on Select Your Organization Affiliation. DO NOT click the Independent Learner Registration.**



4. **Enter Georgia Southern University as your Organization Affiliation.**

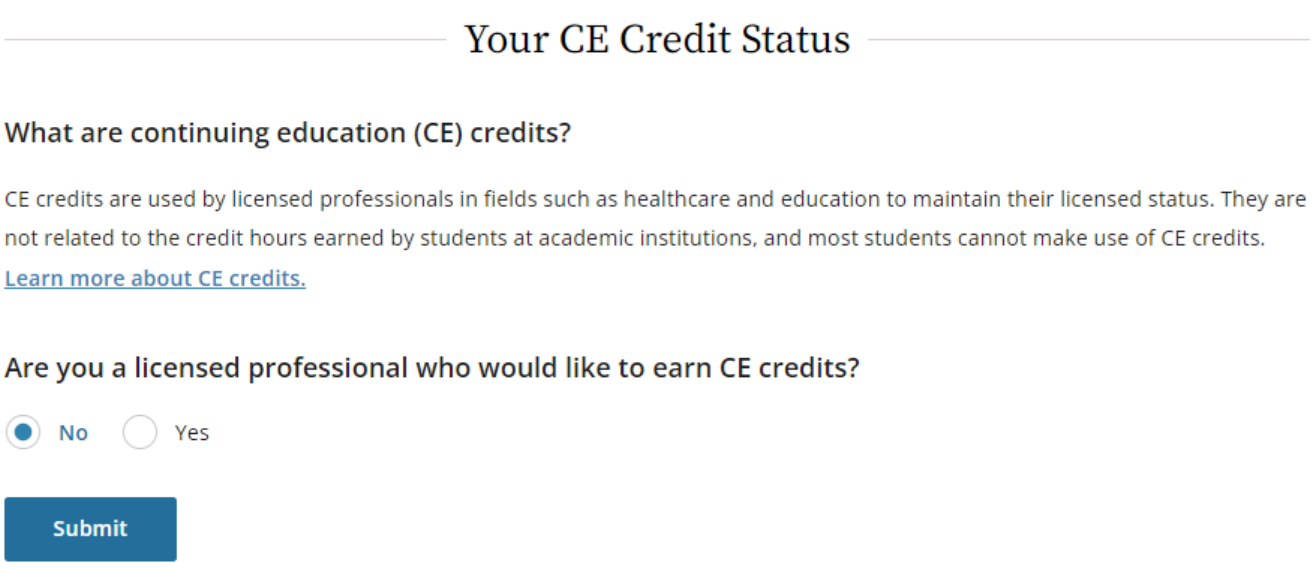


5. **Select Create a CITI Program account**



6. **Enter the registration information on the pages that follow.**

7. **On the CE credits page, make sure to select NO or it will charge you a fee.**



8. **Affiliate with an Institution**
   a. **Institutional Username- use the same username you registered with**
   b. **Institutional email address- use the same email address you registered with**
   c. **You only have to fill the in the fields with an asterisk ***

9. **Select Curriculum**

a. **Check the box next to the desired course(s).**
    i. **You DO NOT have to check a box in each section.**
    ii. **Visit the Training Decision Tree or the Training Requirements Chart if you aren't sure which course(s) you need to take.**

10. **Begin the course by clicking Start Now.**
    a. **Each course has multiple modules.**
    b. **All required modules (including the minimum required electives) must be completed with an 80% or higher.**



Other CITI Directions

- Adding Training Courses to a CITI Account
- Downloading a Training Certificate