

## Registration Instructions

**These instructions are for those who do not have a CITI training account.**

Go to [www.citiprogram.org](http://www.citiprogram.org) and click on the "Register" button located to the right of the homepage. The next steps are numbered 1-12. These steps will collect information to register your account.

1. Select your organization affiliation. Type in **University of Baltimore** click the "I agree" box and the "I affirm that I am an affiliate of University of Baltimore", and click Continue to Create Your CITI Program Username/ Password. **\*\*You DO NOT need to fill out the Independent Learner Registration box. \*\***
2. **Personal information:** Enter your first and last name along with your email address. Please make sure you enter your name here as you would like it to appear on your completion report received at the end of the course. **\*\*YOU MUST USE YOUR UB EMAIL ADDRESS IN THE REQUIRED EMAIL BOX\*\*.** (adding an email address in the secondary email address box is optional).
3. Choose a username, password, and security question/ answer for your account.
4. Type in your country of residence.
5. **Please select no for the following questions** \* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses? \* Can CITI Program contact you at a later date regarding participation in research surveys? \* Can CITI Program contact you at a later date with marketing information?
6. Please provide the following information requested by University of Baltimore – **(the only required information are those with an asterisk \* next to them).**
7. You will be provided a choice of a primary enrollment group: **Student researchers please select Group 1, Faculty Staff please choose Group 2, IRB members please choose Group 3.**

**\*\*ALL Researchers must also add Group 4: Revised Common Rule. \*\***

8. Click the finalize registration button.
9. Click view courses.
10. Click start now in the gray box of your courses.
11. Agree to the terms by clicking the "I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials."
12. Start completing the modules. **\*\*You must complete all required modules in your learner group with an 80% or above to be able to submit a protocol in Kuali protocols\*\*.** Please upload your certificate in the attachment section of your protocol. Supplemental modules are not required, but are at your disposal and are encouraged.

## Affiliation Instructions

**These are instructions for those who already have an existing CITI training account with another institution.**

1. Go to [www.citiprogram.org](http://www.citiprogram.org) and click on the "Login " button located to the right of the homepage. Log in with the institution that you have your existing account with.
2. Click the "add affiliation" button on your Institutional Courses page.
3. Choose University of Baltimore for your affiliation and provide the required information. Please use your UB email in the required email address box.
4. You will be provided a choice of a primary enrollment group: Student researchers please select Group 1, Faculty Staff please choose Group 2, IRB members please choose Group 3.  
**\*\*ALL Researchers must also add Group 4: Revised Common Rule. \*\***