



## Enrolling in CITI PROGRAM Training Courses Guide

**Step 1:** If you are not a registered user, visit the CITI Program website [CITI Program](#) , click on “**Register**”. If you are already a **registered user** with **Okey information**, skip through **step 5**.

**Step 2:** Click “Select your Organization Affiliation” and type “Oklahoma State University (SSO)” into search bar.

English

[LOG IN](#)    [LOG IN THROUGH MY ORGANIZATION](#)    [REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4

**Select Your Organization Affiliation**

**Independent Learner Registration**

This option is for persons affiliated with a CITI Program subscriber organization.

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

**Step 3:** Enter **your information** and continue to the next step.

CITI - Learner Registration - Oklahoma State University

Steps : 1 **2** 3 4

**Personal Information**

\* indicates a required field.

* First Name	* Last Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
* Email Address	* Verify email address
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address	Verify secondary email address
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>



**Step 4: Create a username and password. Choose a security question and provide an answer.**

CITI - Learner Registration - Oklahoma State University

Steps: 1 2 3 4

Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 12 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd"

\* Password  \* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* Security Question

\* Security Answer

**Step 5: Continue to the next page, provide requested information, and submit.**

**Step 6: Once you are registered or logged into the CITI Program, select your curriculum.**



You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

For more information on what course learners should take, please refer to the Institution-provided contact below.

[University Research Compliance | Oklahoma State University \(okstate.edu\)](#)

[View instructions page.](#)



- Question 5: Select "**Responsible Conduct of Research**" (Choose the course that fits your research scope).
- **Question 8: "Conflict of Interest"**.
- Question 10: "**Undue Foreign Influence**".

You may choose additional courses by answering other questions if you like.

**Step 7:** On the **Courses** page, find the list of "**Courses Ready to Begin**". Click "**Start Now**" to begin the training. Complete all modules and quizzes. A score of 80% is required to fulfill the training requirements.

You may print out your certificate for your records. You do not need to send this certificate to URC as we have access to the transcripts.