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.

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

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**.

Select Curriculum
Oklahoma State University

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.

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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.