



## 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 your **OKEY credentials**, skip through **step 5**.

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

CITI PROGRAM  
25th Anniversary

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

\* Email Address \* Verify email address

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



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 **Courses** and then click **View Courses** as shown below.

 [Courses](#) [Records](#) [CE/CMEs](#) [Support](#) [Admin](#)

**Welcome, Demo**  
Add Institutional Affiliation  
Purchase Independent Learner Courses

7

Courses Completed

0

CE Credits Purchased

13

Years of Membership

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

|                                                                    |                              |
|--------------------------------------------------------------------|------------------------------|
| CITI Program                                                       | <a href="#">View Courses</a> |
| DEMO                                                               | <a href="#">View Courses</a> |
| ETHICS: Ethics Training for Health in Indigenous Communities Study | <a href="#">View Courses</a> |



Step 7: The course page will display active and completed courses. Click on **Add Course** through the **Learners tools** section located at the bottom of the page.

After selecting Add a Course you will be directed to answer course enrollment questions designated by Oklahoma State University. Your answers to the questions will determine your assigned course placement.

- **Question 5:** Select "**Responsible Conduct of Research**" (Choose the course that fits your research scope).
- **Question 8:** "**Conflict of Interest**" and
- **Question 10:** "**Annual Combined Research Security Training.**"

## Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

### Learner Tools for CITI Program

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

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

Step 8: 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.