CITI Class Registration Instructions

To log onto / register for the **Collaborative Institutional Training Initiative (CITI) Program** website, follow the instructions below:

1. Click on this link to open [CITI](#)

2. Click on **Log In** OR Click on the Register link box to register as a new user.   Please use your SFA email address to set up your account. <mark>If you have already taken a course in CITIProgram, click on "View Courses",and select "Add a Course" at the bottom of the page. and</mark> **Skip to #9 below.**

New users:

1. New users, in Section 1 (**Select your institution or organization**), select "Stephen F. Austin State University" from the drop-down list of "**Participating Institutions**", then click **"Continue to Step 2"** at the bottom of the page.

2. In Section 2 (**Personal Information**), enter your first and last names in the appropriate spaces. Then, enter your SFA email as primary email the secondary e-mail address is optional. Then click "**Continue to Step 3**" at the bottom of the page.

5. In Section 3 (**Create your Username and Password**), create a username and a password. Additionally, select a security question from the drop-down menu, and enter the answer to the security question in the space provided. Then click **"Continue to Step 4"** at the bottom of the page.

6. In Section **4 (Gender, Ethnicity and Race),** respond to the listed questions. (If you prefer to not disclose this information, this is offered as an answer option.) Then click "**Continue to Step 5**" at the bottom of the page.

7. In Section 5 **(CME/CEU credits (required)),** click the **"No"** box, unless you want to use the CITI course(s) for **CME/CEU credit**. Answering **"YES"** to this question may result in a charge for the CME/CEU credits awarded. Additionally, check "Yes" if you are willing to respond to a CITI Program survey. Check "No" if you do not wish to participate in the survey. Then click "Continue to Step 6" at the bottom of the page.

8. In Section 6, please provide the detailed information requested. All this information will be held as confidential. Note that only certain fields are required. These fields are: "Institutional email address", "Department", and "Role in Research". Then click **"Continue to Step 7"** at the bottom of the page.

Select Curriculum:

1. Please select the curricular options appropriate for your status and category.

     In Question 8, you must select something, but are not required to actually take the training.

     In Question 9, these are optional, but are not required. You may skip if you do not wish to review the webinars.

     The last question regarding COVID, you can click "No".

2. Click on the **"Submit"** button.

 3. You are ready to begin the course.

     a. Enter the course by clicking on the specific course name link under the **"Courses Ready to Begin"** column.

     b. Follow the directions to complete each required module for the course.

4. When you complete each required course, you should save a copy of the "Certificate of Completion" and provide a copy to the IRB Compliance Administrator with your IRB application documents at: steelear@sfasu.edu