Registering for the Collaborative Institutional Training Initiative (CITI) Training

Last Updated: March 2016
CITI occasionally changes the order of the following registration items.

However, the information that follows should be sufficient for you to register for the Collaborative Institutional Training Initiative training.
1. To register and take the CITI training, go to: https://www.citiprogram.org/

2. Enter ... Colorado Technical University

3. Continue to Step 2. You are not registering as an Independent Learner Registration
4. Enter ... Your name and CTU email address

**Personal Information**

- **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**

[Continue to Step 3]
5. Enter ... User Name. Suggest First Initial and Last Name
6. Create ... Password for CITI
7. Enter ... Answer you want for Selected Security Question
8. Enter ... United States
9. Enter ... No. If you respond, Yes, you will be expected to pay for these credits. By answering, No, there is no cost for the CITI training.

10. Choose ... Yes or No at your own discretion.
11. Please complete

12. Please complete
13. Select ... Computer Science and Information Technology researcher or Management Researchers

14. Select ... Social and Behavioral Responsible Conduct of Research Course

15. #3 is optional. Do not select unless you are working in the medical field
16. After completing registration, you will be shown a menu of modules/courses you must complete as required by CTU.

Select ... “Enter” to begin your course(s)

You must complete all required modules with a combined score of 80 to receive your certificate/report indicating you have passed.

Save the report in pdf format. You will need this report in the future when submitting your IRB Application.
Please check with your instructor first if you have any questions