

Registering as a CITI User & Enrolling in CITI Training Courses

CITI Website: <https://www.citiprogram.org>

On the CITI homepage under CREATE AN ACCOUNT, click **“Register.”**

STEP 1: ORGANIZATION AFFILIATION

- **Begin to type “Auburn” and then select Auburn University** from the drop down menu.
- **Click “Continue to Step 2.”**

STEP 2: PERSONAL INFORMATION

- All sections with an asterisk (*) must be completed.
- List your **Auburn University e-mail address** as your primary email.
- **Click “Continue to Step 3.”**

STEP 3: USERNAME and PASSWORD

- Use your **Auburn username/global ID** as your CITI Username.
- Do not use your AU password. **Create a CITI password** (8 characters minimum).
- Select a **Security Question** from the drop down menu and include a **Security Answer**.
- **Click “Continue to Step 4.”**

STEP 4: COUNTRY OF RESIDENCE

- **Begin to type your country of residence and then select your country of residence** from the drop down menu.
- **Click “Continue to Step 5.”**

STEP 5: CEU CREDIT AND RESEARCH SURVEY PARTICIPATION

- **Click “Yes” or “No”** as a response to your interest in Continuing Education Credits.
- If “yes,” **select the type of CEU** you are interested in earning.
- **Click “Yes,” “No” or “Not sure Ask me later”** regarding participation in research surveys.
- **Click “Continue to Step 6.”**

STEP 6: AU CONTACT INFORMATION

- All sections with an asterisk (*) must be completed.
- **Click “Continue to Step 7.”**

STEP 7: COURSE ENROLLMENT

- **Select the course(s)** you want to take.
 - For detailed instructions on how to enroll in a Responsible Conduct of Research (RCR) course, click [here](#).
- **Click “Complete Registration.”**

COURSE COMPLETION

- **Courses in which you enrolled in STEP 7 will be listed on your “Main Menu.”**
- To begin training, **click the course you want to take**. You will see a list of the required modules. After you read the educational information provided in a module, you may be asked to complete a quiz covering that information.

NOTES

- All modules do not have to be completed at one time.
- You must complete the course with at least an 80% score.
- To view and print your Course Completion Report and/or save it as a pdf, click “Print Report” beside the course on your “Main Menu.”
- If a completed course is not listed on your Main Menu, click “My Reports” to view and print your Course Completion Report and/or save it as a pdf.
- For technical problems, contact citisupport@med.miami.edu. For questions about research compliance training requirements, contact the Office of Research Compliance at 334-844-5966.