

Go to <https://www.citiprogram.org/>

Go to **Create an account** (on right side of page) and click on Register.

In the box **Select Your Organization Affiliation**: Enter full or partial name, begin typing in Kutztown. You should only have to type kut before the name shows up for you to select.

After you select the university name, click on **Continue to Step 2**, and proceed to follow the directions there and in the remaining steps to complete registration. (More detailed information is available on the CITI site if you need help while registering. See <http://citiprogram.desk.com/customer/portal/articles/163300-how-do-i-enroll-in-a-citi-course-for-the-first-time->)

Once you have registered and are logged in, scroll down to **Add a Course or Update Learner Groups** and select that option. This will bring you to a screen with multiple questions regarding all of the training available to Kutztown University (i.e., IRB, IACUC, Export Controls, Conflict of Interest, Responsible Conduct of Research). On this screen you answer the questions regarding the training that is available (answer “yes” or “no” or another option). For example, if you are conducting human subject research on campus, you would select the “social and behavioral researcher” option to get access to the modules you need to complete, and you would select “no,” “not at this time,” or “not required” for other training that is not needed. After answering the question you need to click the submit button, which will bring you to your main menu. On your main menu screen you will see links to the courses to take. For example, if you chose social and behavioral researcher from the list of questions, it will now appear as a link. When you click on that link you will come to a screen with the list of modules to complete.