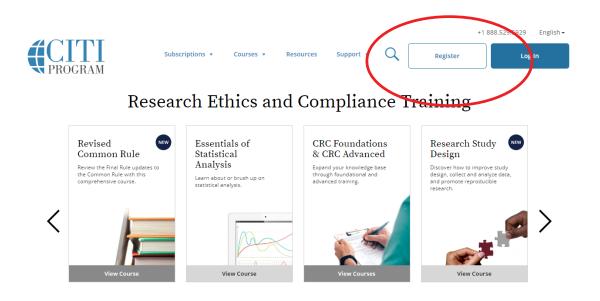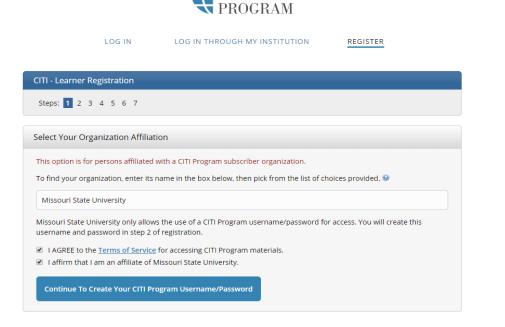Registering and Signing up for the Correct Course at CITI

Start at: https://www.citiprogram.org/index.cfm?pageID=22
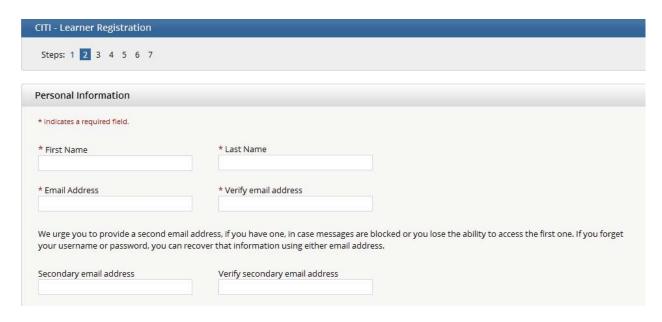

Click "Register"
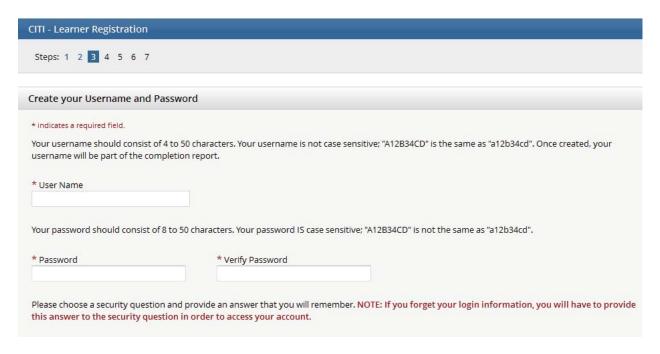

Choose Missouri State University on the "Participating Institutions" drop-down. Read and agreement to the

terms of service and affirm that you are an affiliate of Missouri State University then Click "Continue to Step 2"

CITI - Learner Registration

Steps: 1 **2** 3 4 5 6 7

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

Fill in the required information.

Click "Continue to Step 3"

CITI - Learner Registration

Steps: 1 2 **3** 4 5 6 7

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 8 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.**

Fill in the required information.

Click "Continue to Step 4"

CITI - Learner Registration - Missouri State University

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Continue To Step 5

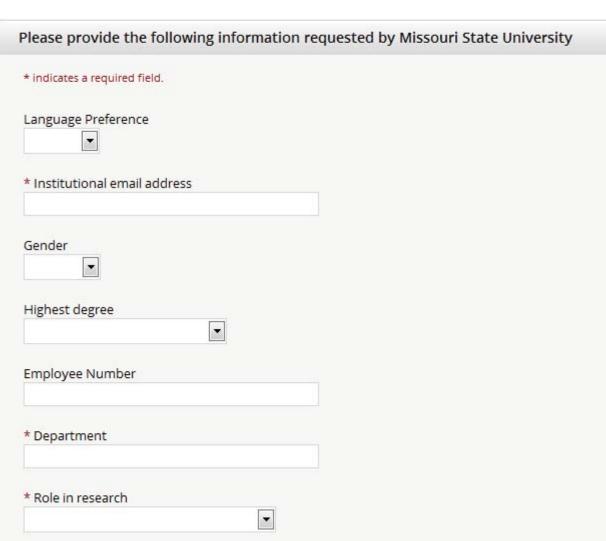Need Help? Support Center

Fill in the required information.

Click "Continue to Step 5"

CITI - Learner Registration

Steps: 1 2 3 4 **5** 6 7

indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

If you answer "yes", you will be provided with information **before** you start a CEU-eligible course about the amount of credit available, informat the course authors, and other required CEU disclosures. This information **must** be viewed before a course is started in order for you to be eligib purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will **not** see information about the CEU credits available for courses before you start them or after completing them, an **ineligible** for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Pro update your Profile.

If you're not sure, you can change your answer later.

⚪ Yes
⚪ No
⚪ Not sure. Ask me later

Answer the required questions. The most common answer to the one above is "no".

Click "Continue to Step 6"

CITI - Learner Registration

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Missouri State University

* indicates a required field.

Language Preference

[▼]

* Institutional email address

[ ]

Gender

[▼]

Highest degree

[▼]

Employee Number

[ ]

* Department

[ ]

* Role in research
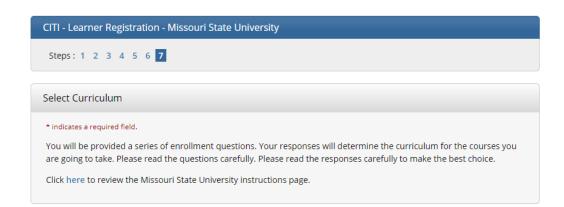
[▼]

Fill in at least the 3 required fields in this area. Most students will choose either **Student Researcher – Undergraduate** or **Student Researcher – Graduate** from the "Role in research" drop-down.

Click "Continue to Step 7"

CITI - Learner Registration - Missouri State University

Steps : 1 2 3 4 5 6 **7**

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click here to review the Missouri State University instructions page.

You should now be on this page.

Select the Cirriculum that you would like to take and then click the registration button at the end of the page. For HIPPA training please select HIPS (see below)

Question 7

Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.

Choose all that apply

☐ Health Information Privacy and Security (HIPS) Course - Information for Investigators

☐ Not at this time.

Complete Registration