Collaborative Institutional Training Initiative (CITI) <u>Program</u>

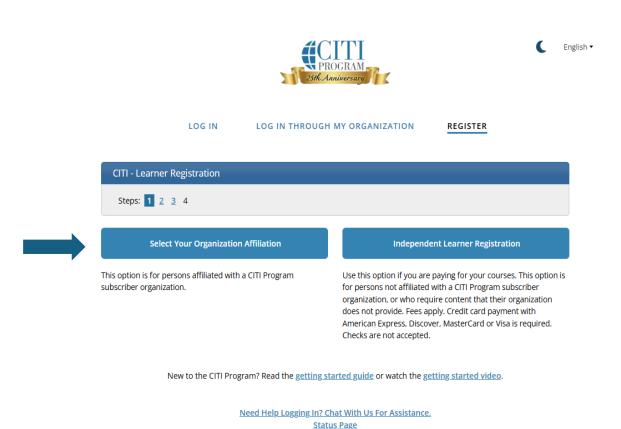
Please follow the below instructions to complete all "red" asterisks in the below registration fields.

Note

- Register ONLY your UHCL Faculty address and if you are a student or TA or RA use your main Student email address with the corresponding numbers e.x smithj0123@uhcl.edu.
 - Back up your account with your corresponding personal e-mail accounts.

STEP ONE

FILL OUT ALL THE RED ASTERISK PORTIONS



STEP TWO

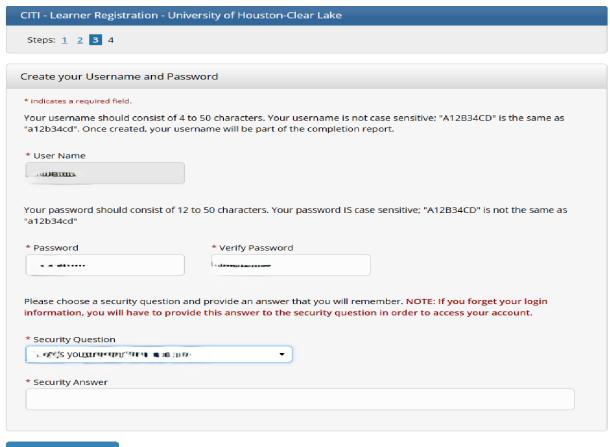
FILL OUT ALL THE RED ASTERISK FIELDS

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration - University of Houston-Clear Lake		
Steps: 1 2 3 4		
Personal Information		
* indicates a required field.		
* First Name	* Last Name	
	-O. WHITTED	
* Email Address	* Verify email address	Please ONLY use either your Faculty e-mail
- Curron (Fill ia@uhcl.edu	saysumme@uhcl.edu	(smithj@uhcl.edu), or Student e-mail (smithj0123 @uhcl.edu) addresses
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		

STEP THREE

FILL OUT ALL THE RED ASTERISK FIELDS



Continue To Step 4

STEP FOUR

FILL OUT ALL THE RED ASTERISK FIELDS

LOG IN LOG IN THROUGH MY ORGANIZATION

REGISTER

CITI - Learner Registration - University of Houston-Clear Lake Steps: 1 2 3 4 * indicates a required field. (D) Connect your ORCID iD * 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. * May we contact you to provide information about other courses and services after you complete your CITI Program coursework? @ $\bigcirc \, \mathrm{Yes}$ \bigcirc No

Continue Registration

STEP FIVE

ADD ALL COURSES WHICH ARE APPLICABLE TO YOUR ROLES

Enrolling in Courses

- 1. Log in using your user name and password you created during the registration process.
- 2. On the CITI Program home page, select "Courses"



3. Select "View Courses"

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to <u>add an affiliation</u>. If you are no longer associated with a listed institution, you may want to <u>remove an affiliation</u>.

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

Remove Affiliation

4. At the bottom of the page, select "Add a Course"



Please note that at a minimum you are required to complete the following training modules:

- Responsible Conduct of Research (RCR)
 - Export Control / Compliance (EC)
- Social Behavioral Educational Researcher (SBER)