



# Collaborative Institutional Training Initiative (CITI) Program

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](mailto:smithj0123@uhcl.edu).
- Back up your account with your corresponding personal e-mail accounts.

## STEP ONE

*FILL OUT ALL THE RED ASTERISK PORTIONS*

English ▾

[LOG IN](#)   [LOG IN THROUGH MY ORGANIZATION](#)   [REGISTER](#)

CITI - Learner Registration

Steps: **1** 2 3 4

**Select Your Organization Affiliation**   **Independent Learner Registration**

This option is for persons affiliated with a CITI Program subscriber organization.

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

[Need Help Logging In? Chat With Us For Assistance.](#)  
[Status Page](#)



## 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

\* Email Address

\* Verify email address

Please ONLY use either your Faculty e-mail (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*

CITI - Learner Registration - University of Houston-Clear Lake

Steps: 1 2 **3** 4

#### 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 12 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.**

\* Security Question

\* Security Answer

[Continue To Step 4](#)



## STEP FOUR

*FILL OUT ALL THE RED ASTERISK FIELDS*

[LOGIN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISIER](#)

CITI - Learner Registration - University of Houston-Clear Lake

Steps: 1 . 2 / II

\* indicates a required field.

Would you like to connect your ORCID®iD to your CITI Program account?**IQ!**

**CI!)** Connect your ORCID iD

\* Country of Residence

Search for cou11try: 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? **·9'**

Yes

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 [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Houston-Clear Lake

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

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

Learner Tools for University of Houston-Clear Lake

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

**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)*