General Instructions for Registering for or Updating an Existing CITI Account

This document provides instruction for both new registrants and individuals with existing CITI accounts.

Registering on CITI for the first time:

1. Go to CITI website: www.citiprogram.org

2. From the home screen, click on **Register** under "Create an Account"

3. Enter "University of Louisville" in the **Search for organization** field under "Select Your Organization Affiliation" and Continue to Step 2

4. **Personal Information**: **Enter your first and last name, as recorded with the university. Under email use your UofL email (userid@louisville.edu) as the email address**. You can add another preferred address to the Secondary email address field, if you like. *If you do not use your primary UofL email address in the first email field, your training results could be delayed in posting to iRIS.* Please note: the email addresses entered here are the ones that any future password requests will be sent to; you are encouraged to use addresses that are stable and make sure to enter them without any typos. Continue to Step 3

5. **Create Your Username and Password**: Follow the instructions on the page regarding size and criteria. The username and password can be anything of your choosing that is accepted by the system. In addition, **Select a Security Question** and provide an answer. If you forget your login information, you will have to provide the answer to the security question in order to access your account. Continue to Step 4

6. **Gender, Ethnicity and Race**: Enter your answers to the questions on the screen. While you are required to answer the questions, there is an option of no disclosure, if you prefer. Continue to Step 5.

7. Are you interested in the option of receiving **Continuing Education Unit (CEU) cred**it for completed CITI Program courses? You can sign up for these if you choose. Please note: any fees associated with CME/CEU credits are paid by the individual, not the institution. Can CITI Program contact you at a later date regarding participation in research surveys? Answer yes or no based upon personal preference. Continue to Step 6

8. **Information requested by UofL**: Complete the demographic information. Fields that are marked by an asterisk are required by the system. If you have a University of Louisville ID (Employee or Student), please enter it in the Employee Number field. Continue to Step 7.

9. **Register for courses**: Select to register for courses via full menu (Direct Selection) or Guided Registration

10. **Direct Selection**: Select all of the checkboxes appropriate to your activities at UofL and click Next.

11. **Guided Registration**: this path is designed to describe the activities you might participate in at UofL. At each screen, answer the questions related to your role(s) and click Next. Based upon your answers, the appropriate courses will be assigned.

12. **Finalize Registration**: When you finish with the registration process, you will be directed back to the main menu and the required or elective courses will be available for you to complete.

13. **University of Louisville Courses for Completion**: Click on the course name to begin the training. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement; click on the name of the module to start each course.

14. **Completion Report**: Upon completion of all required modules and achieving 80% overall correct, a link will appear on the Grade Book page with your Completion Report. Print this report for your records. Results are automatically sent four times daily to iRIS via interface link. If your results do not appear, you may send an email to iris@louisville.edu and request that the issue is looked into. To investigate the records, you will need to include the course completed, the date of completion and your name.

Updating an existing CITI account for additional courses

1. Log into CITI at www.citiprogram.org

2. From the Main menu, click on **Add a Course or Update Learner Groups** for University of Louisville.

3. **Register for courses**: Select to register for courses via full menu (Direct Selection) or Guided Registration

4. **Direct Selection**: Select all of the checkboxes appropriate to your activities at UofL and click Next.

5. **Guided Registration**: this path is designed to describe the activities you might participate in at UofL. At each screen, answer the questions related to your role(s) and click Next. Based upon your answers, the appropriate courses will be assigned.

6. **Finalize Registration**: When you finish with the registration process, you will be directed back to the main menu and the required or elective courses will be available for you to complete.

7. **University of Louisville Courses for Completion**: Click on the course name to begin the training. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement; click on the name of the module to start each course.

8. **Completion Report**: Upon completion of all required modules and achieving 80% overall correct, a link will appear on the Grade Book page with your Completion Report. Print this report for your records. Results are automatically sent four times daily to iRIS via interface link. If your results do not appear, you may send an email to iris@louisville.edu and request that the issue is looked into. To investigate the records, you will need to include the course completed, the date of completion and your name.