Collaborative Institutional Training Initiative (CITI Program)
New Learner Account Registration for NYIT

Go to www.citiprogram.org and click on the "**Register**" link located on the top, right-hand side of the page.

Complete registration steps 1-7 (details below). These steps will collect information to register your account and place you in the correct course based on your institutional settings.

STEP 1

Search for a participating organization by entering the full or partial name of the organization in the search box, then choosing from the list provided.

NYIT is listed on the CITI Program site as: **New York Institute of Technology (NYIT)**

If the selection is correct, click the "**Continue to Step 2**" button immediately below. To clear your selection and try again, click the "Search Again" button.

STEP 2

Step 2 requests that you enter your first and last name along with your email address.

- Please enter your name here as you would like it to appear on your completion report received at the end of the course.

- Ensure you use an email address that you can access so you can complete the registration process by verifying the email.

- While not required, CITI does encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.

STEP 3

At Step 3 you will chose a username and password for your account.

- Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

- During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and that you can comfortably answer for the CITI tech support team.

STEP 4

Step 4 collects demographic information. **All information provided is voluntary**. You can respond "Prefer not to answer" to each question. Use the blue information question marks for more information on specific categories.

STEP 5

Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during Step 5.

This step is where you can also let CITI know your interest in participating in research surveys at a later date.

STEP 6

NYIT requires only the following fields be completed on Step 6: **Institutional Email Address**, **Department**, and **Role in Research**. All other fields are requested not required, and can be left blank if preferred.

STEP 7

The questions in Step 7 enroll you in CITI Program courses. Please read each question carefully to ensure you are enrolled in the correct course.

The top half of the screen on this page lists general enrollment information from the CITI Program. To review the NYIT-specific courses from which to select, scroll down to the "**CITI Course Enrollment Questions**" section of the page.

Make your selection for Question 1 based on the following:
- Group 1 - For all key personnel on BHS protocols
- Group 2 - For all key personnel on ESB protocols
- Group 3 - For BHS-IRB committee members
- Group 4 - For ESB-IRB committee members
- Group 5 - For institutional officials wishing to undertake CITI training

Make your selection for Question 2 based on the following:
- Group 1 - For the chairs of the ESB-IRB committee and the BHS-IRB committee
- All others should select "Not at this time, thank you"

After selecting your courses you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on **Finalize Registration**.

Your learner account registration is complete. You will now be able to access the Main Menu of your account. Click on the course name to begin the course. If you need to change your course registration, click on **Add a Course** or **Update Learner Group**.