



CITI Training Steps

If you are a **returning user**, you may [click here](#) to enter your credentials and log in.

If you are a **new user**, please follow the steps below to register and create an account.

Go To:

- <https://about.citiprogram.org/en/homepage/>
- If you are a New User, you must Register
 - Click on “Register”

English ▾

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

Username [Forgot?](#)

Password [Forgot?](#)

Log In

Step 1:

Select your Organization Affiliation

- Type in the University name in the search box: University of San Diego

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

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

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🔍

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

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

To find your organization, enter its name in the box below, then pick from the list of choices provided. [?](#)

University of San Diego

University of San Diego only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of University of San Diego.

Create a CITI Program account

- Click “Create your CITI Program account”

Step 2:

Personal Information:

- First Name, Last Name, Email Address, Secondary Email Address
- After you fill in all your Personal Information, click on “Continue to Step 3”

CITI - Learner Registration - University of San Diego

Steps: 1 2 3 4

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

Continue To Step 3

Step 3:

Create your Username and Password

- Follow the instructions for minimum characters to be included in Username and Password

CITI - Learner Registration - University of San Diego

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 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.**

* Security Question

* Security Answer

Continue To Step 4

Step 4:

Country of Residence / ORCID iD


- OrcID is a credential website that can be used to identify researchers. For more information in regard to what OrcID is, please refer to [their support page](#).

CITI - Learner Registration - University of San Diego

Steps: 1 2 3 **4**

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 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? ⓘ

Yes

No

Finalize Registration

Step 5:

CE Credit Status

- You may register your interest in CE credits by selecting “yes” or “no”

————— Your CE Credit Status —————

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see “Course List” link under the “CE Credits” tab on login page for details.

Please register your interest for CE credits below by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Additional Information Requested:

Complete the additional verification questions

[Home](#) > [Profiles](#) > Affiliate with an Institution

i Please provide the following information requested by University of San Diego.

Fields marked with an asterisk (*) are required.

Language Preference

Institutional email address *

We recommend providing an email address issued by University of San Diego or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help University of San Diego officials identify your learning records in reports.

Verify Institutional email address *

Highest degree

Employee Number

Courses

Select the courses you want to take:

*Question 6 is required to make a selection

- **Question 1: Responsible Conduct of Research (RCR)**
- Question 2: Lab Animal Welfare Course Enrollment
- Question 3: Human Subjects Research
- Question 4: Good Clinical Practice (GCP)
- Question 5: Health Information Privacy and Security (HIPS)
- ***Question 6: Conflicts of Interest**
- Question 7: Biosafety/Biosecurity
- Question 8: IRB Administration
- Question 9: Essentials of Research Administration
- Question 10: Essentials of Grant Proposal Development

Question 6

Would you like to take the Conflicts of Interest course?

This question is required. Choose one answer.

- Yes, the Basic (initial) course.
- Yes, the Refresher (renewal) course.
- No

Please complete the **Plagiarism RCR** and email your certificates to:
Kaitlin Wheeler (kaitlinwheeler@sandiego.edu)