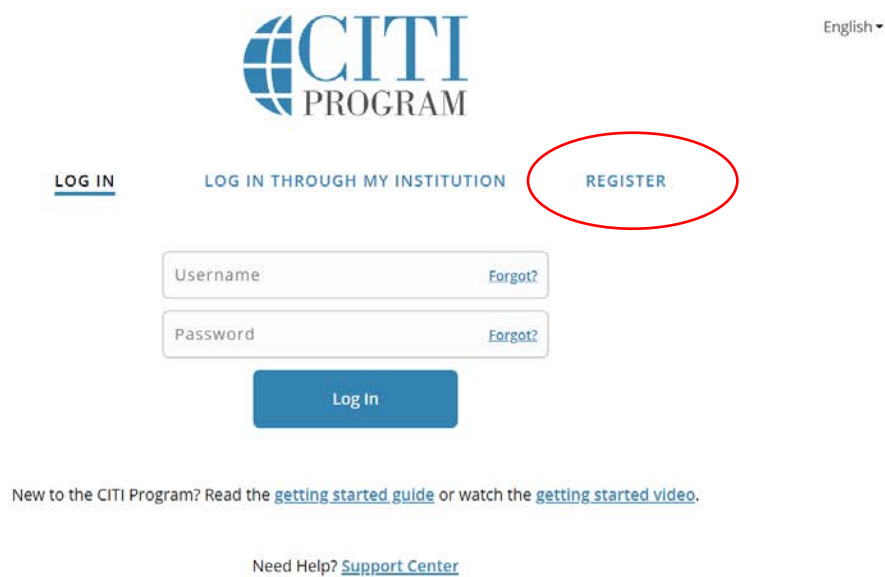


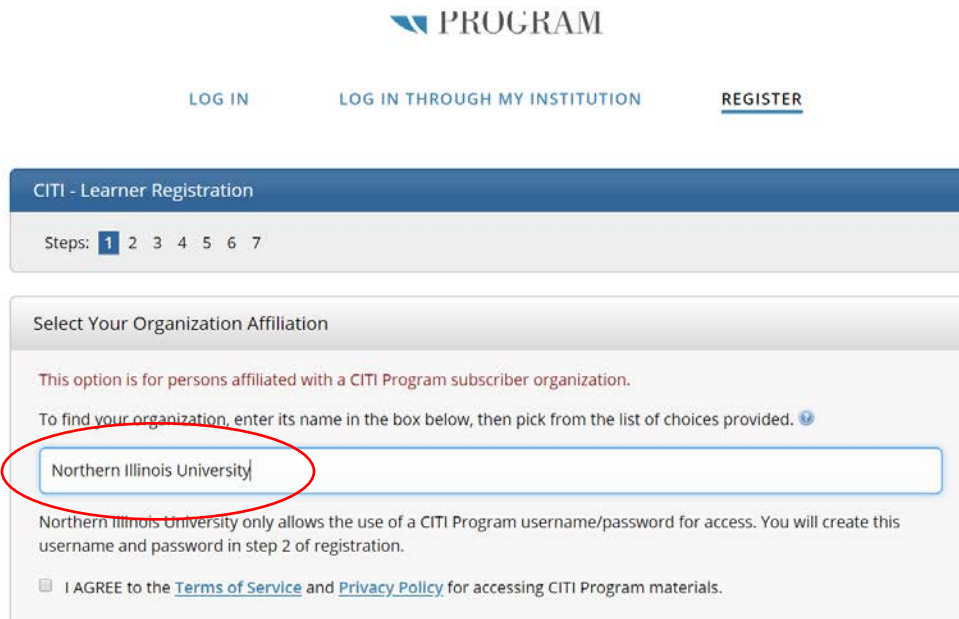
Creating a CITI Account

- Go to <https://about.citiprogram.org/en/homepage/>
- On this screen, select “Register”.



The screenshot shows the CITI Program homepage. At the top center is the CITI PROGRAM logo. To the right, there is a language dropdown menu set to "English". Below the logo, there are three navigation links: "LOG IN", "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The "REGISTER" link is circled in red. Below these links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. A blue "Log In" button is positioned below the password field. At the bottom of the page, there is a link to the "Support Center" and a note about getting started guides and videos.

- On this page, type in “Northern Illinois University”.



The screenshot shows the "CITI - Learner Registration" page. At the top, there is a progress bar with steps 1 through 7, where step 1 is highlighted. Below the progress bar, the title "Select Your Organization Affiliation" is displayed. A message states: "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." Below this message is a search input field containing the text "Northern Illinois University", which is circled in red. Below the input field, there is a note: "Northern Illinois University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration." At the bottom, there is a checkbox labeled "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials."

- Be sure to check the two boxes that appear.

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. [?](#)

Northern Illinois University

Northern Illinois University 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 Northern Illinois University.

[Continue To Create Your CITI Program Username/Password](#)

or

- On this page, enter your name and email info (you don't have to do a secondary email).

Personal Information

* indicates a required field.

* First Name

Patricia

* Last Name

Wallace

* Email Address

pwallace@gmail.com

* Verify email address

pwallace@gmail.com

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

-
- Create a username and password. Be sure to select a security question and provide an answer.

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

pwallacetest

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

What's your pet's name? ▼

-
- Type in your country of residence.

* 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.

United States|

-
- There is no need to agree to any continuing education credit. You can decide if you want CITI to contact you later.
 - Complete the starred items being requested by the university.

- The only item you have to select for IRB requirements is the **Social and Behavioral Research Investigators** option on the first page of course options (you can disregard any other items at this time).

-
- Select “View Courses” to see what was created for you.
 - You’ll want to complete the **Social and Behavioral Research – Basic/Refresher** course.

✔ Your registration has been completed successfully.

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](#).

Northern Illinois University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation