

How to Register and Take Required Coursework in CITI

The Citi program is located at www.citiprogram.org. Prior to taking the exam(s), you will need to register. From CITI's main page, select "Register" then move through the following steps.

- Step 1:** Select Your Organization Affiliation (type "Goucher College" in the space provided).
- Click to agree to the Terms of Service.
 - Click to confirm your affiliation with Goucher College.
 - Click "Continue to Create your Username/Password."
- Step 2:** Personal Information: Enter as indicated, *using your Goucher email address*.
- Click "Continue to Step 3."
- Step 3:** Create User Name and Password: Enter as indicated.
- Select Security Question.
 - Click "Continue to Step 4."
- Step 4:** Enter Country of Residence
- Click "Continue to Step 5."
- Step 5:** When prompted with the questions:
- "Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?" Answer = No.
 - Can CITI Program contact you at a later date regarding participation in research surveys? Answer: Your preference.
 - Can CITI Program contact you at a later with marketing information? Answer: Your preference.
 - Click "Continue to Step 6."
- Step 6:** Information requested by Goucher College (defaults set by CITI). Enter as indicated.
- Language Preference: English is the only option.
 - Institutional Email Address: Enter your Goucher College e-mail.
 - Department: The department of the course for which you're taking CITI or the department of your major (this is not critical information, but needs to be included).
 - Role in Research: Scroll to select the most appropriate response. For most students, the response will be "Student Researcher—Undergraduate" or "Student Researcher—Graduate Level." (Faculty, select whatever role is appropriate for you: "Principal Investigator," "IRB Member," etc.)
The remaining fields (not marked with an asterisk) are optional.
Click "Continue to Step 7."
- Step 7:** Select Your Curriculum
- Question 1: Choose the course(s) you wish to take. *Unless you have been instructed otherwise by your professor, you should select the main exam, "Social & Behavioral Research Investigators."*
 - You do not need to answer Questions 2 and 3 unless applicable.
Note: You can add/delete courses later.
 - Click "Submit."

You are now ready to start the course! Keep your user name and password in a safe location. You can always log in and out of the site to take another course, view completed coursework, etc.