How to Register and Take Required Coursework in CITI

The Citi program is located at [www.citiprogram.org](http://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.