

To log onto / register for the **Collaborative Institutional Training Initiative (CITI) Program** website, follow the instructions below:

1. Open your internet browser, and go to the address below.  
<https://www.citiprogram.org/Default.asp?>
2. Click on the “**Register**” link, under the “Create an account” text to register as a new user.  
**(If you have a username and password from a previous occasion, use these to login. YOU MAY SKIP TO NUMBER 9 BELOW)**
3. In Section 1 (**Select your institution or organization**), select “Rocky Vista University” from the drop-down list of “**Participating Institutions**”, then click “**Continue to Step 2**” at the bottom of the page.  
The list is alphabetical, so you will need to scroll quite a way down the list to find RVU. (Ignore the other drop-downs in Section 1.)
4. In Section 2 (**Personal Information**), enter your first and last names in the appropriate spaces. Then, enter a primary and secondary e-mail address, as directed. (The secondary e-mail address is optional.)  
Then click “**Continue to Step 3**” at the bottom of the page.
5. In Section 3 (**Create your Username and Password**), create a username and a password. Additionally, select a security question from the drop-down menu, and enter the answer to the security question in the space provided. (Remember to record these securely, as you will need to re-access this site to refresh this training on an annual basis.)  
Then click “**Continue to Step 4**” at the bottom of the page.
6. In Section 4 (**Gender, Ethnicity and Race**), respond to the listed questions. (If you prefer to not disclose this information, this is offered as an answer option.)  
Then click “**Continue to Step 5**” at the bottom of the page.
7. In Section 5 (**CME/CEU credits (required)**), click the “**No**” box, unless you want to use the CITI course(s) for **CME/CEU credit**. Answering “**YES**” to this question may result in a charge for the CME/CEU credits awarded.  
Additionally, check “**Yes**” if you are willing to respond to a CITI Program survey. Check “**No**” if you do not wish to participate in the survey.  
Then click “**Continue to Step 6**” at the bottom of the page.
8. In Section 6, please provide the detailed information requested. All this information will be held as confidential. Note that only certain fields are required. These fields are: “Institutional email address”, “Department”, and “Role in Research”.  
Then click “**Continue to Step 7**” at the bottom of the page.
9. **EXISTING USERS MAY GO TO “MY LEARNER TOOLS” AND SELECT “ADD A COURSE”**. In Section 7, please select the curricular options appropriate for your status and category, as outlined below:.

- a. In Question 1, select the **“Introduction to Research”** radio box.
  - b. In Question 2, select the **“Not at this time, thank you.”** radio box.
  - c. In Question 3, select the **“Not at this time, thank you”** radio box.
  - d. In Question 4, select the **“Not at this time, thank you”** radio box.
  - e. In Question 5, select the **“Not at this time, thank you”** radio box.
10. Click on the **“Complete Registration”** button and agreement.
11. You are ready to begin the course.
- a. Enter the course by clicking on the specific course name link under the **“Course”** column.
  - b. Follow the directions to complete each required module for the required course.
12. When you complete the required course, you should print the “Certificate of Completion” and provide a copy to the Office of Compliance at:  
[ldement@rvu.edu](mailto:ldement@rvu.edu)