CITI Program New Learner Account Registration

Go to www.citiprogram.org and click on the "Register" button located in the blue log in box to the right of the homepage.

Step 1 Select an Institution

Choose SUNY – College at Cortland from the drop down list.

Click on continue to Step 2 at bottom of the page

Step 2 Personal information

Enter your first and last name along with your email address. Enter your name here as you would like it to appear on your completion report received at the end of the course. Ensure you use an email address that you can access so you can complete the registration process by verifying the email.

Click on continue to step 3

Step 3 Create username and password

Choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password.

Click on continue to step 4

Step 4 Gender, Ethnicity and Race

Collects demographic information.

Click on continue to step 5

Step 5. Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

In this area answer No

Participate in research surveys at a later date.

Click on continue to step 6

Step 6 Institutional specific: Please provide the following information requested by SUNY-College at Cortland

Select language preference
English
Institutional email address enter irb@cortland.edu
Select appropriate gender
Select your highest completed degree
For the Employee number, you can enter your C-number
Your department
Select your role in research from the drop down box
Enter your phone number
Click on continue to step 7
**Step 7 Select Curriculum-SUNY College at Cortland**

Enroll in CITI Program courses. These questions are set up based on the institutional specific courses.

Question 1

Select: social/behavioral

Question 2

Responsible Conduct of Research

This selection will depend upon what research area you will be working.

Click on Complete registration

Your registration with SUNY –College at Cortland is complete

Click on Finalize Registration.

You will be informed that your registration has been completed successfully.

You will receive an account validation email to the address provided in Step 3

After validating your account through your email address you will be able to access the Main Menu of your account.

Click on the course name to begin the course which should be the *Social/Behavioral-Basic course*. If you need to change your course registration, click on Add a Course or Update Learner Group.