

## **CITI Program New Learner Account Registration**

Go to [www.citiprogram.org](http://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 Your Organization Affiliation**

- Type in: Cortland
- Choose: SUNY – College at Cortland from the drop down list.
- Check box: Agreeing to Terms of Service and Privacy Policy
- Check box: Affirmation of affiliation of SUNY Cortland

*Click: Continue to Create Your User Name/Password*

### **Step 2 Personal information**

- First Name
- Last Name
- Email Address
- Verify Email Address

(You may add a secondary email in case of lost original login information)

*Click on continue to step 3*

### **Step 3 Create Username and password**

- Create: Username
- Create: Password (this password **IS** case sensitive)
- Select: Security Question/Answer

*Click on continue to step 4*

### **Step 4 Country of Residence**

- Select: Your Country from the Drop-down List

*Click on continue to step 5*

### **Step 5 Continuing Education Unit (CEU)**

- Select: *NO*
- Select additional required information at your digression

*Click on continue to step 6*

### **Step 6 Institutional Specific Information**

- Institutional Email Address: Enter - **irb@kortland.edu**
- Complete required fields

*Click on continue to step 7*

## **Step 7 Select Curriculum-SUNY College at Cortland**

These questions are set up based on the institutional specific courses.

### **Question 1**

- Select: Social/Behavioral: Social and Behavioral Research Investigators and Key Personnel

### **Question 5**

- Select: GDPR & Human Subjects Research in the U.S.

*Complete Registration*

*Finalize Registration*