



Northern Kentucky University
Office of Research, Grants and Contracts
Nunn Drive//JC 405
Highland Heights, KY 41099

How to Register in CITI

Please note that CITI will tell you that you are passing with an 80% but NKU requires a passing score of 80% or higher on each individual module.

How to register on CITI:

1. Go to www.citiprogram.org and click on the "Register" button located in the blue log in box to the right of the homepage.
2. Chose a participating institution from the drop down list. Most institutions are listed under Participating Institutions. You will choose "Northern Kentucky University".
3. Click "Continue to Step 2" (Ignore the Independent Learner Question)
4. The next steps request that you enter:
 - First name
 - Last name
 - Email address - ensure you use an email address that you can access so you can complete the registration process by verifying the email.
 - Secondary email address (recommended but not required)
5. Click "Continue to Step 3"
6. For your CITI account you will now choose:
 - a username
 - a password
 - a security question and answer
 - This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.
7. This screen collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.
8. Click "Continue to Step 4"
9. Country of Residence – Select your country of residence

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10. Click *“Continue to Step 5”*
11. Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during this step. There is a cost to this and students can check NO to this answer. Faculty and staff may use this option if they prefer but most NKU researchers choose NO on this section. You can also decide if CITI can contact you at a later date regarding participation in research surveys during this step.
12. Click *“Continue to Step 6”*
13. This screen collects demographic information. Some of the information is voluntary. Required information include:
 - Institutional email address
 - Department
 - Role in research
14. The final step before initiating the training is to choose your courses. The questions on this page are set up based on the institutional specific courses. Please read each question carefully to ensure you are enrolled in the correct course.