How to Register for an Account 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.

Go to www.citiprogram.org and click "Register" next to the blue login box on the right side of the homepage.

1. Click "*Select Your Organization Affiliation*", then type "*Northern Kentucky University*" into the text box and select it from the drop-down list.
   - Agree to terms or service, privacy policy, and confirm you're an affiliate of NKU.

Click "Continue to Step 2"

2. The next steps request that you enter: First name, Last name, Email address, and Secondary Email Address (Recommended but not required).
   - Ensure you use an email address you have access to, in order to complete email verification.

Click "Continue to Step 3"

3. For your CITI account you will now choose: a username, a password, and a security question and answer.
   - Provide an appropriate and memorable answer to the security questions, as it will be used for account recovery in the event that you forget your username or password.

Click "Continue to Step 4"

4. To finalize the registration of your account, you will be asked 3 demographic/preference questions.
   - If applicable, you can now connect your ORCID® iD to your CITI Program account.
   - Select your country of residence by typing your answer in the text box.
   - Give permission or deny contact from CITI about other courses and services.

Click "Finalize Registration"

At this point your account is registered, but there are a few more steps that will automatically be presented that must be completed to take a course.

5. **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, faculty and staff may use this option but most NKU researchers choose NO on this section.

6. **Finalize organization affiliation** by answering some voluntary and required questions.
   - Required information: Institutional email address, Department, and Role in research

7. **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.