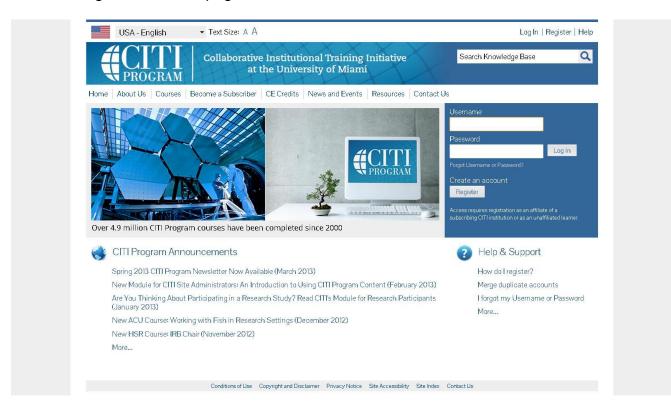


CITI Program New Learner Account Registration Instructions

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

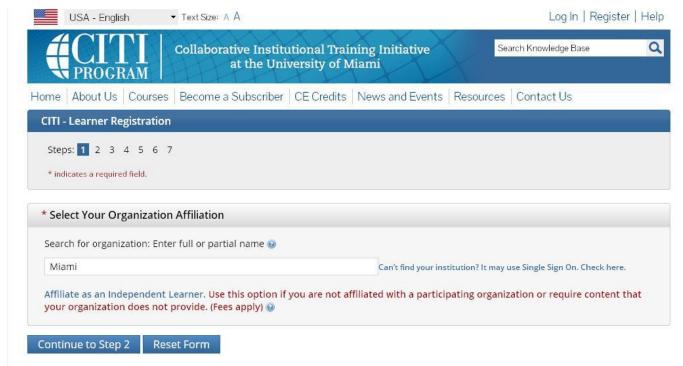


The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course based on your institutional settings.



CITI Program New Learner Account Registration Instructions

Step 1 Click on "Can't find your institution?". Select "Penn State Hershey". This will then take you through the Penn State access and duo/2 factor sign in.



After selecting your institution click Continue to Step 2.

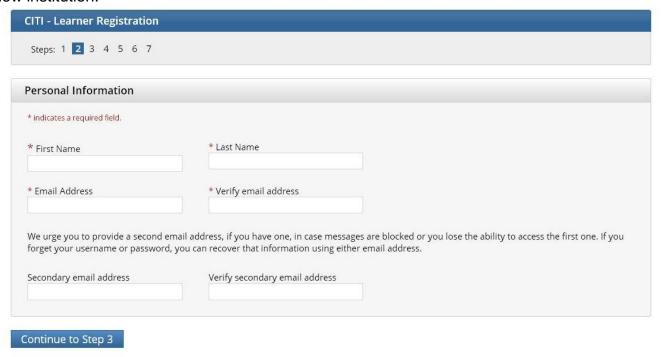


CITI Program New Learner Account Registration Instructions

Step 2 requests that you enter your first and last name along with your email address. Please 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.

You can use any email address to register but we recommend not using your institutional email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account if you use a non-institutional email. This means you can keep the same account and transfer credit if you affiliate with a new institution.



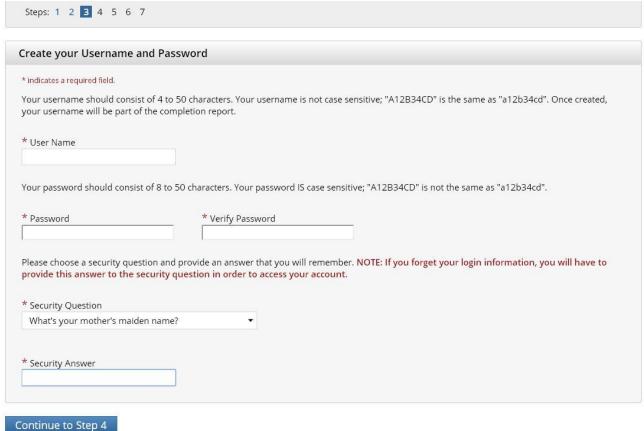
While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address.



CITI Program New Learner Account Registration Instructions

At Step 3 you will 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.

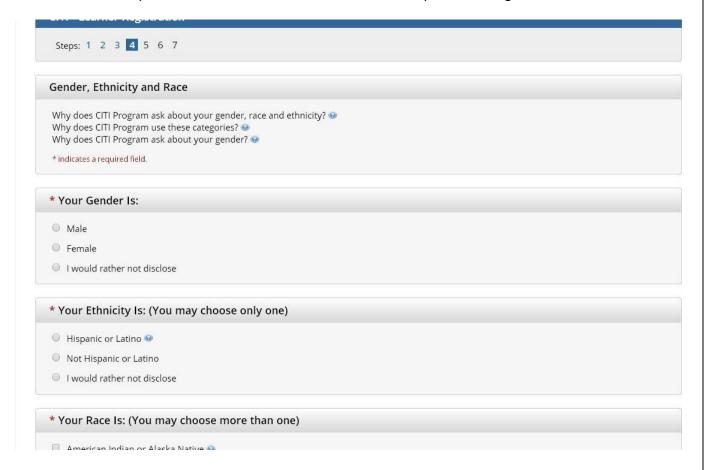
During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.





CITI Program New Learner Account Registration Instructions

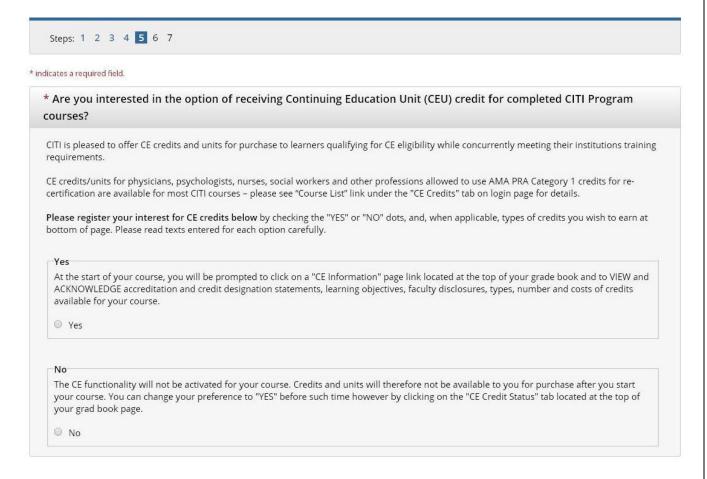
Step 4 collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.





CITI Program New Learner Account Registration Instructions

Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

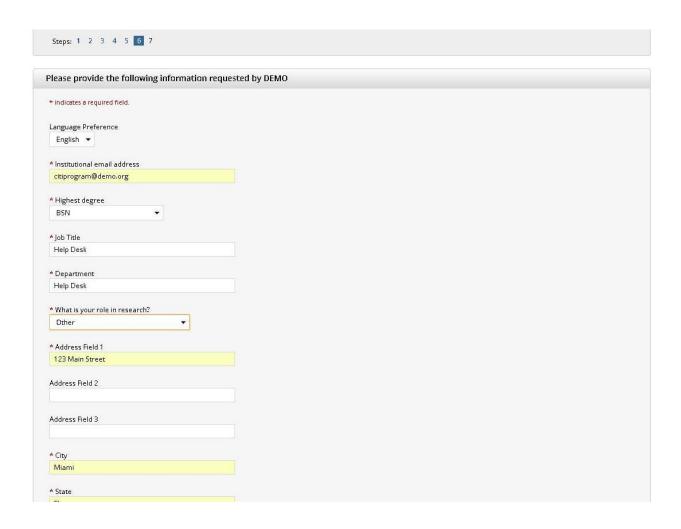


This step is where you can also let us know your interest in participating in research surveys at a later date.



CITI Program New Learner Account Registration Instructions

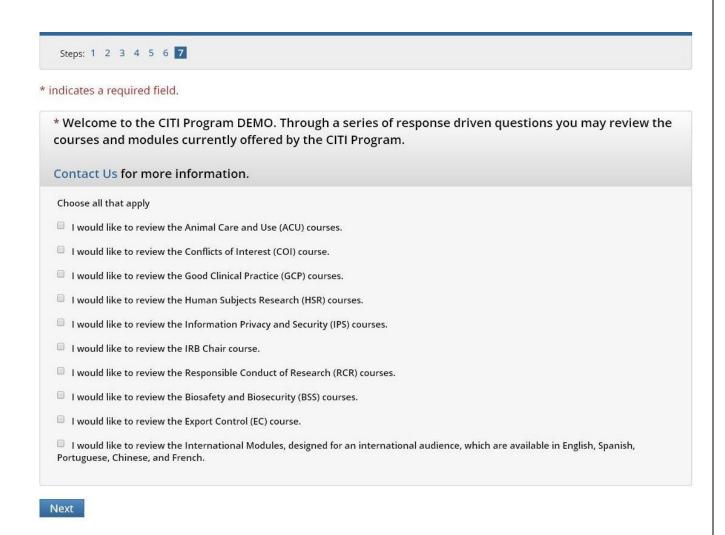
Step 6 is institutional specific. Each institution determines the fields listed on this page and what information is required or optional. Some institutions request very specific information such as an employee ID number or campus name. Any questions regarding the fields on this page should be directed to your institution CITI Program administrator.





CITI Program New Learner Account Registration Instructions

The questions in **Step 7** enroll you in CITI Program courses. These questions are set up based on the institutional specific courses. Please read each question carefully to ensure you are enrolled in the correct course.



After selecting your courses you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration.



CITI Program New Learner Account Registration Instructions

Your learner account registration is complete.

You will now be able to access the Main Menu of your account.

Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Group.

