

## User Instructions for Research Security Training

To logon to Clarkson University's CITI online training site for the first time follow the instructions below:

- Go to <https://www.citiprogram.org>
- For New Users, click on "**Register.**" If you have a login, click "Login."
- Under "Select your institution or organization" page select Clarkson University in the "Participating Institutions" drop down box.
- Next, proceed to create your own username and password.
- Once signed on you'll be prompted to select applicable courses. Go directly to Question 11, Research Security to enroll. If this is your first time taking this course, you must sign up for "Research Security Training (Combined)". The "Combined" course is the 1 hour course, or you can take the 4 hour Research Security Training Course. Either one is sufficient for Federal Funding Agencies. If you are just doing your annual update, you can sign up for the "Research Security Advanced Refresher".
- Once enrolled, you will be directed to your Main Menu page. The Clarkson University Instructions page can be found by clicking the link at the top of page.

*Note: If you have current training as a requirement for collaboration with another institution, you need only add Clarkson as an institution documenting that training. You can do this by using your existing log-in and click on "Affiliate with Another Institution," select Clarkson University from the menu and complete any questions as requested.*

For additional help in registering with CITI for the first time, contact Courtney Travis at [ctravis@clarkson.edu](mailto:ctravis@clarkson.edu) or x4338.