HOW TO REGISTER FOR COURSES ON THE CITI PROGRAM WEBSITE

Navigate your web browser to www.citiprogram.org

Click “Register” in the top right hand of the screen.

Enter “University of Washington” as the organization.

Agree to the Terms of Service.

Then, continue to Step 2.

Do not register as an Independent Learner.
Enter your name and email address. Your UW email address is strongly recommended, but not required. Then, continue to Step 3.

Create a user name and password. This does not have to be your UW NetID.

Create your security question. Then, continue to Step 4.

Select your country of residence. Then, continue to step 5.
If you are a medical professional, CE units are available for purchase after completing the GCP and Human Subjects courses. Choose whether or not you would be interested in CE credits.

Enter the information requested by the UW.

**UW researchers:** Make sure the information is correct. UW will use this information to pull limited training information into My Research Training Transcript.

**Non-UW researchers:** you may enter a non-UW email and do not have to enter a UW NetID.

Then, continue to Step 7.
Choose “I am registering to take a CITI course for the first time.”

**NOTE:** The training in Health Information Privacy and Security is not HIPAA training. For researchers who will work with UW PHI, go to the UW Medicine website to complete HIPAA training.

Then, click “Next”.

Choose the courses you need. See the HSD website if you don’t know what you need. You can choose more than one:

- “Research with human subjects” for Human Subjects Protections training
- “Clinical Practice” for Biomedical Good Clinical Practice (GCP) training
- “GCP – Social and Behavioral…” for Behavioral Good Clinical Practice (GCP) training
- “Graduate study…” for Responsible Conduct of Research training

Your courses will show up on the Main Menu. Click on a course to begin.

When you have completed each course, save a copy of your completion certificate for your records.

To add additional courses, click “Add a Course” and follow the instructions above to find the course you need.