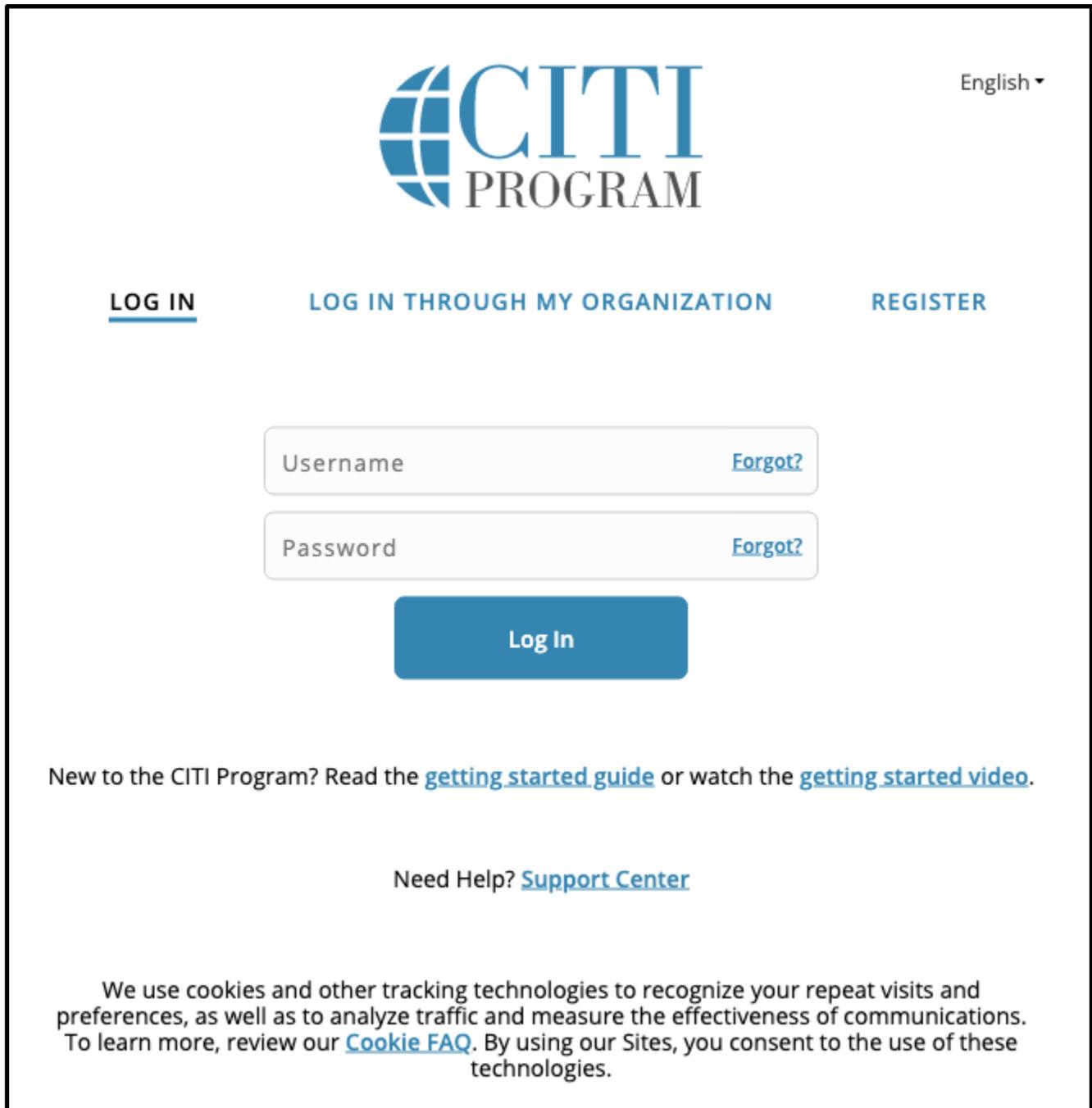


All CITI Training requires you to create an account. To create a CITI Account, first go to <https://www.citiprogram.org/index.cfm?pageID=14> and select the **Register** link in the top right.



The screenshot shows the CITI PROGRAM login interface. At the top center is the CITI PROGRAM logo, which consists of a blue globe icon to the left of the text 'CITI PROGRAM'. In the top right corner, there is a language selection dropdown menu labeled 'English' with a downward arrow. Below the logo, there are three navigation links: 'LOG IN' (underlined), 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. The 'LOG IN' link is the primary focus. Below these links are two input fields: 'Username' and 'Password'. Each input field has a 'Forgot?' link to its right. Below the input fields is a blue 'Log In' button. At the bottom of the page, there is a message: 'New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).' Below this message is another link: 'Need Help? [Support Center](#)'. At the very bottom, there is a cookie notice: 'We use cookies and other tracking technologies to recognize your repeat visits and preferences, as well as to analyze traffic and measure the effectiveness of communications. To learn more, review our [Cookie FAQ](#). By using our Sites, you consent to the use of these technologies.'

Step 1

In the top box, please type Oswego, then select “SUNY - College of Oswego” from the drop down menu.

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

- SUNY - College of Oswego

_____ or _____

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

This will cause two checkboxes to appear in sequence, please check both boxes to agree to the terms of service and confirm that you are affiliated with SUNY Oswego, and then select the “Continue to Create...” button that appears.

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

SUNY - College of Oswego only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of SUNY - College of Oswego.

Continue To Create Your CITI Program Username/Password

Step 2

On the next screen, please enter your name and SUNY Oswego email address. You are welcome to add a backup address if you prefer, but it is not required.

CITI - Learner Registration - SUNY - College of Oswego

Steps : 1 2 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

[Continue To Step 3](#)

Step 3

Create a username. You are encouraged to use your name or Oswego ID for your User Name, but for security you should not use the same password you use for your Oswego account. You should also select a security question that you can readily answer in case you forget your password.

CITI - Learner Registration - SUNY - College of Oswego

Steps: [1](#) [2](#) **3** [4](#) [5](#) [6](#) [7](#)

Create your Username and Password

** indicates a required field.*

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

*** User Name**

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

*** Password** *** Verify Password**

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

*** Security Question**

*** Security Answer**

Step 4

Please select “United States” for the country of residence. You may choose to opt into marketing emails from CITI if you would like, but you are not required to.

CITI - Learner Registration - SUNY - College of Oswego

Steps: [1](#) [2](#) [3](#) **4** [5](#) [6](#) [7](#)

* indicates a required field.

*** Country of Residence**

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

*** May we contact you to provide information about other courses and services after you complete your CITI Program coursework?** 🗣️

Yes

No

Step 5

For the next question you should generally answer No and leave the second option blank.

CITI - Learner Registration - SUNY - College of Oswego

Steps: [1](#) [2](#) [3](#) [4](#) **5** [6](#) [7](#)

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists – APA Credits
- Nurses – ANCC CNE
- Other Participants – Certificates of Participation
- Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Step 6

For the next step, the only required fields are your language preference (English is the only option), your SUNY Oswego email address, and your Department. You may leave the rest blank.

CITI - Learner Registration - SUNY - College of Oswego

Steps: [1](#) [2](#) [3](#) [4](#) [5](#) **6** [7](#)

Please provide the following information requested by SUNY - College of Oswego

** indicates a required field.*

Language Preference

** Institutional Email Address*
We recommend providing an email address issued by SUNY - College of Oswego or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help SUNY - College of Oswego officials identify your learning records in reports.

** Verify Institutional Email Address*

Gender

Highest Degree

Employee Number

** Department*

Role In Research

Address Field 1

Step 7

After this, you will be prompted to select your curriculum and courses. You should select courses based on the [CITI Course Selection Guide](#) here, depending on your role and course needs.