

Creating Your CITI Program Account

Step 1: Go to <https://about.citiprogram.org/en/homepage/>.



Figure 1. Screenshot of CITI Program's Home Page

Step 2: Click the "Register" button.



Figure 2. Screenshot of CITI Program's Home Page with Register button circled.

Step 3: Under "Select Your Organization Affiliation," type *University of Arkansas at Little Rock* in the search area.

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. 🗨️

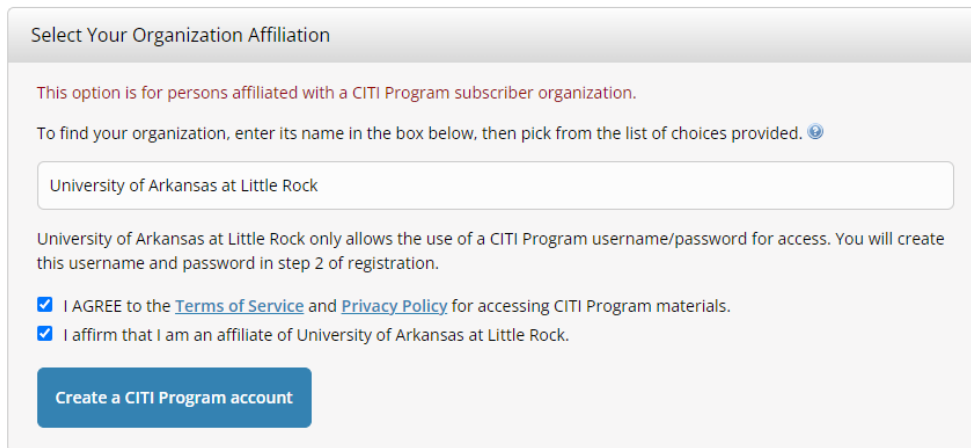
University of Arkansas at Little Rock

University of Arkansas at Little Rock 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.

Figure 3. Screenshot of Select Your Organization Affiliation.

Step 4: Check the “I AGREE” box and the “I affirm that…” box.



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. ⓘ

University of Arkansas at Little Rock

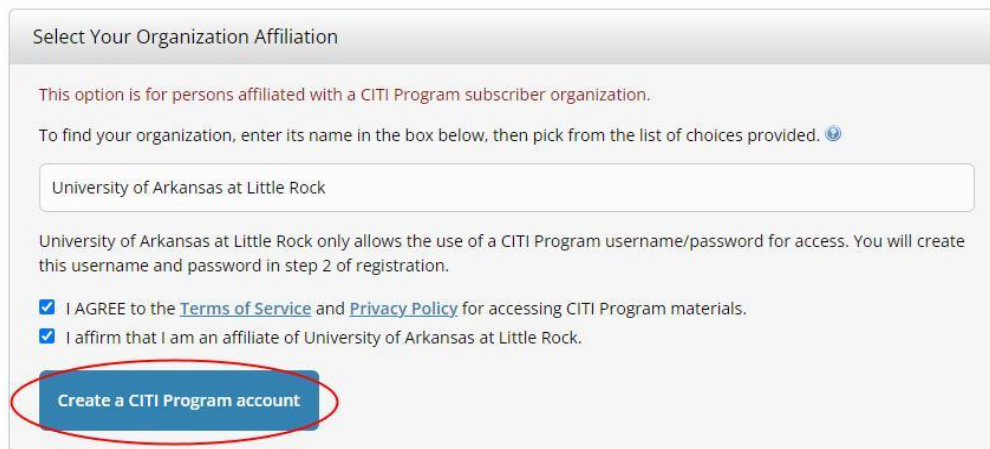
University of Arkansas at Little Rock only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of University of Arkansas at Little Rock.

Create a CITI Program account

Figure 4. Screenshot of I AGREE and I affirm boxes checked.

Step 5: Click the “Create a CITI Program account” button.



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. ⓘ

University of Arkansas at Little Rock

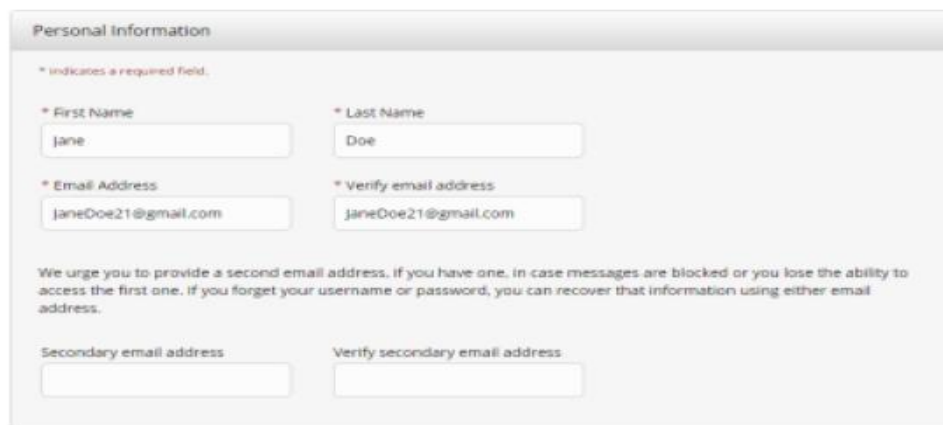
University of Arkansas at Little Rock only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of University of Arkansas at Little Rock.

Create a CITI Program account

Figure 5. Screenshot of Create a CITI Program account circled.

Step 6: Fill in the “Personal Information” section.



Personal Information

* Indicates a required field.

* First Name: jane

* Last Name: Doe

* Email Address: janeDoe21@gmail.com

* Verify email address: janeDoe21@gmail.com

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: [empty]

Verify secondary email address: [empty]

Figure 6. Screenshot of Personal Information part of the registration process.

Step 7: Click the “Continue To Step 3” button.

Step 8: Create a “User Name”, and “Password”, and set up a “Security Question.”

CITI - Learner Registration - University of Arkansas at Little Rock

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
janeytheresearcher ← Enter User Name

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

* Password
***** ← Enter 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
What's your pet's name? ← Set Up Security Question

* Security Answer
Rover

Continue To Step 4

Figure 7. Screenshot of fields to enter your User Name, Password, and Security Question.

Step 9: Click the “Continue To Step 4” button.

Step 10: Type “US” or “United States” for your Country of Residence in the “Country of Residence” field.

CITI - Learner Registration - University of Arkansas at Little Rock

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

Figure 8. Screenshot of country field with United States typed in.

Step 11: Click the “Continue To Step 5” button.

Step 12: Select the “No” bubble option for “CE Credit Status.” NOTE: If you select “Yes,” you will be charged.

CITI - Learner Registration - University of Arkansas at Little Rock

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 institution's 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

Figure 9. Screenshot with the answer “No” circled.

Step 13: Click the “Continue To Step 6” button.

Step 14: Fill in all of the required fields. Required fields will be marked with an asterisk (*).

CITI - Learner Registration - University of Arkansas at Little Rock

Steps: 1 2 3 4 5 6 7

Please provide the following information requested by University of Arkansas at Little Rock

* indicates a required field.

Language Preference
English ▾

* Institutional Email Address
[Text Input Field]

* Gender
Female ▾

* Highest Degree
High school ▾

* Department
Education [Text Input Field]

* What is Your Role in Research?
Student Researcher - Undergraduate ▾

Address Field 1
[Text Input Field]

Address Field 2
[Text Input Field]

Address Field 3
[Text Input Field]

City
[Text Input Field]

* Office Phone
501-123-4567 [Text Input Field]

Home Phone
[Text Input Field]

Figure 10. Screenshot of a sample of required fields needed to complete CITI Learner Registration.

Step 15: Click the “Continue To Step 7” button.

Step 16: Select Curriculum

You will be provided with a series of enrollment questions. Your responses will determine the curriculum for the courses you want to take.