How to Access CITI Program Training: Biosafety Modules

STEP 1: Access the CITI Website.  www.citiprogram.org

STEP 2: Select Register to create an account. If you already have an account, enter your Username and Password and skip to STEP 10 of this document.
STEP 3: Enter “Montana State University” in the “search for organization” box and select “Continue”.

STEP 4: Enter your personal information. Continue to next step.
STEP 5: 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: 

Continue to Step 4
STEP 6: Enter gender, ethnicity and race information (you can choose not to disclose). Select “Continue”.

STEP 7: Continue responding to questions associated with Learner Registration regarding Continuing Education (you probably will not be Applying for CE credits).
You should select “Biosafety/Biosecurity” at the bottom of this page.
STEP 8: CITI Course Enrollment Procedure. You need to let the program know what training you’d like to do. Question 4 is most relevant to Biosafety issues.

Scroll down to Question 4 “CITI Biosafety Course and select all that apply. If you are not sure which modules you need to take, contact the IBC coordinator and Biosafety Officer. Select Complete Registration at the bottom of the page.
STEP 9: Select “Finalize registration” and begin your training.

The screen below shows course modules based on your selections—your offerings may look different depending on what you checked in step 8.
**STEP 10:** If you have previously registered with CITI, you will be directed to the screen below after logging in. To add modules relevant to Biosafety, choose “Add a Course or Update Learner Groups”. Once selected, you will be directed to the page in **STEP 7** above.