HOW TO COMPLETE THE CITI TRAINING TUTORIAL

**Step I**
Log onto the CITI Program at: [https://www.citiprogram.org/](https://www.citiprogram.org/)
Once there, you will see the following screen. You will click “Register” to sign up.

![Image of CITI Program screen](image1.jpg)

**Step II**
Search for Vanderbilt University. Next, check the box to agree to the terms of service. Click “Continue to Step 2” to move forward.

![Image of CITI Program screen](image2.jpg)

**Step III**
Next, complete steps 2-6 in CITI to setup your account. For step 7, choose “I would like to view courses available for Human Subjects Research” and choose “I need to complete a basic course.”

![Image of CITI Program screen](image3.jpg)
**Step IV**
If you are key study personnel on a research project in the biomedical field, then choose Group 1: Biomedical. If you are on a project in the Social/Behavioral field, then choose Group 2: Social Behavioral. Next, click “Finalize Registration.”

![Image of CITI Learner Registration](image)

**Step V**
Click on your Group’s name and begin the modules. You do not have to be complete all modules in one sitting. You may take a break and complete additional modules when you are ready. You need a combined score of 75% or better to pass. If you fail to attain 75% or better, then you must retake the course.

![Image of Your registration has been completed successfully](image)