**Collaborative Institutional Training Initiative (CITI) Instructions**

1. Go to the CITI website at [https://www.citiprogram.org](https://www.citiprogram.org/Default.asp).
2. Login is necessary to access the modules required by TWU. Login with your CITI username and password or register as a New User.
3. New Users complete Registration Steps 1 through 7 as they apply to you.
	1. Select Texas Woman’s University from the drop-down list in Step 1.
	2. Complete the other steps as they apply to you.
	3. Save your username and password for future access to the site.
4. Click the **SUBMIT** button when you have completed the registration steps.
5. The next page is the TWU Member Information page. The fields marked with an asterisk must be completed. Click the **SUBMIT** button when you have completed this page.
6. The next page lists all the curricula available to TWU Users. **Question 4** is the Responsible Conduct of Research training. You can only select one course at this point, but you will be able to add others on the **Main Menu** page. Click the **SUBMIT** button when you have completed this page.



1. The next page introduces the option to register with another institution. Select **NO\*** to continue to the **Main Menu**.
2. The next page is the **Main Menu.** This page lists the course for which you have enrolled and the status of that course. To select additional courses, click **Add a course or update your learner groups for Texas Woman’s University.**
3. When you complete all required modules successfully, you may **print your completion report** through the “Print” link in the Learner's menu. Keep a copy of any certifications of completion for your records and to attach to Graduate School forms (e.g., Prospectus Cover Sheet, Graduate Faculty Application) as required.

\*Please note that the option to affiliate with another institution is available from your **Main Menu**.