

Research Security Training Access and Registration Instructions

If you have an existing Collaborative Institutional Training Initiative (CITI Program) account, please utilize your WCM email as primary for internal tracking and reporting purposes and skip to step #8 or set up a New CITI account:

Registering as a First-Time CITI User

1. Navigate to the [CITI Program website](#).
2. Select “**Register**” in the upper right corner.



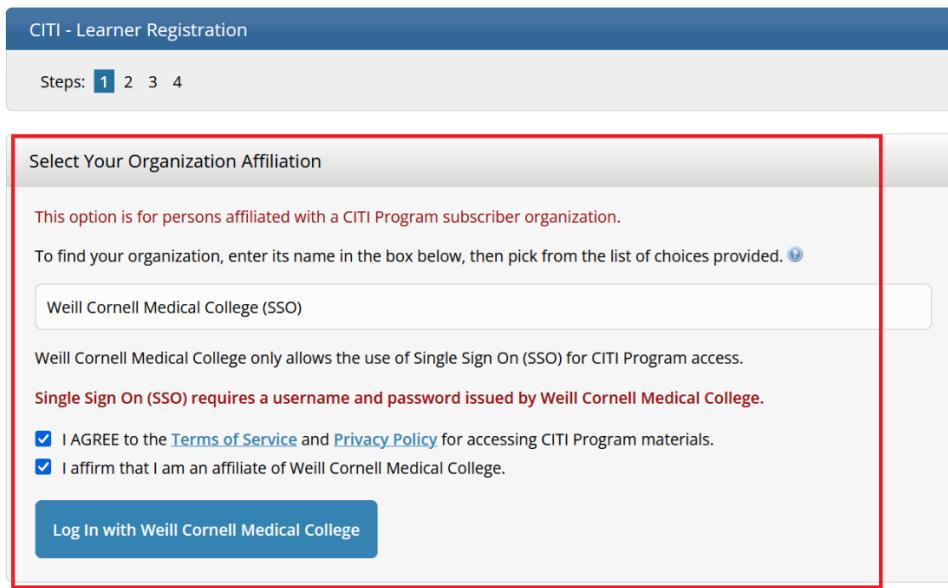
The screenshot shows the CITI Program homepage. At the top, there is a navigation bar with links for Support, FAQ, Contact Us, About, and Job Board. A search bar is on the left, and a red box highlights the "Register" button in the top right corner. Below the navigation, there is a banner for a "New DOW/DOD SBIR-STTR Funding Series Course". The main title "The Trusted Standard in Research, Ethics, Compliance, and Safety Training" is displayed in a large, serif font. Below the title, a subtitle states: "The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners." At the bottom of the page are two buttons: "Demo a Course" and "Benefits for Organizations".

3. Under “**Select Your Organization Affiliation**,” follow the prompts to affiliate with Weill Cornell Medical College (WCMC).



The screenshot shows the CITI - Learner Registration page. At the top, there are three buttons: "LOG IN", "LOG IN THROUGH MY ORGANIZATION", and "REGISTER", with "REGISTER" being underlined. Below this is a blue header bar with the text "CITI - Learner Registration" and "Steps: 1 2 3 4". A red box highlights the "Select Your Organization Affiliation" button, which is part of a larger blue button. To the right of this, there is another blue button for "Independent Learner Registration". Below the buttons, there is descriptive text for each option. The "Select Your Organization Affiliation" text says: "This option is for persons affiliated with a CITI Program subscriber organization." The "Independent Learner Registration" text says: "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." At the bottom of the page, there is a link to the "getting started guide" and "getting started video".

- In one of the first registration steps, you'll be asked to enter the name of your organization in a box and then pick from the list of choices provided. **Please choose (Weill Cornell Medical College SSO) from the list.**



CITI - Learner Registration

Steps: 1 2 3 4

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. [?](#)

Weill Cornell Medical College (SSO)

Weill Cornell Medical College only allows the use of Single Sign On (SSO) for CITI Program access.

Single Sign On (SSO) requires a username and password issued by Weill Cornell Medical College.

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

I affirm that I am an affiliate of Weill Cornell Medical College.

[Log In with Weill Cornell Medical College](#)

- Agree to any Terms of Service or affiliation statements.
- You will then be prompted to “Log in with Weill Cornell Medical College”

4. Select a security question and a secondary email

1. Follow the prompt to set a security question and enter a secondary email.
2. Since you are signed in via Single Sign-On (SSO), your WCM email is automatically your primary email, and your username and password are encrypted through SSO.

5. Provide demographic / additional info

1. You'll likely be asked for your country of residence, your department or program, your role (student, researcher, staff, faculty), etc.
2. Also, you may be asked whether you want Continuing Education / CEU credit (you can often select “No” if it's not needed).

6. Select your training curriculum

- After registration, you will be presented with options (sometimes called “learner groups”) for which courses or modules you need (e.g., Human Subjects Research, Responsible Conduct of Research, etc.).
- Choose the ones relevant to your role or the requirements set by your institution. Please note that some responses are required. If they don’t apply, choose “no” or a similar response.
- Do not register for the Export Controls training unless required.
- Question #17 is Research Security—Check the box for **“Research Security Training (Combined Course) only. Leave the other two boxes unchecked.”**
- Finalize or submit your course selection.

7. Confirm your email / activate account

- After you complete the registration, CITI will send a validation email to the address you provided. You need to click the confirmation link in that email to fully activate your account.
- Once activated, you can log in to the CITI website using your new credentials.

8. Log in and access your courses

- For new account holders—After logging in, go to “My Courses” to begin your assigned training module(s).



- For existing account holders needing to add the training choose “Add a Course”.

The image shows the "Learner Tools for Weill Cornell Medical College" page. At the top, there is a red rectangular box highlighting the "Add a Course" button. Below this, there is a list of other buttons: "Remove a Course", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions Page", and "Remove Affiliation".

- You will be presented with options for which courses or modules you need (e.g., Human Subjects Research, Responsible Conduct of Research, etc.).

- Choose the ones relevant to your role or the requirements set by your institution. Please note that some responses are required. If they don't apply, choose "no" or a similar response.
- Do not register for the Export Controls training unless required.
- Question #17 is Research Security—Check the box for "**Research Security Training (Combined Course)** only. **Leave the other two boxes unchecked.**
- Go to "My Courses to begin your assigned training module(s).

9. **Keep track of completions / certificates**

- After finishing modules, you'll often get a certificate or completion report. Certification of completion will appear in WBG-LMS.
- The Research Security Training needs renewing every year, so note the expiration / renewal schedule. Once the integration is complete, you should receive reminders through LMS when the renewal is due.