**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.
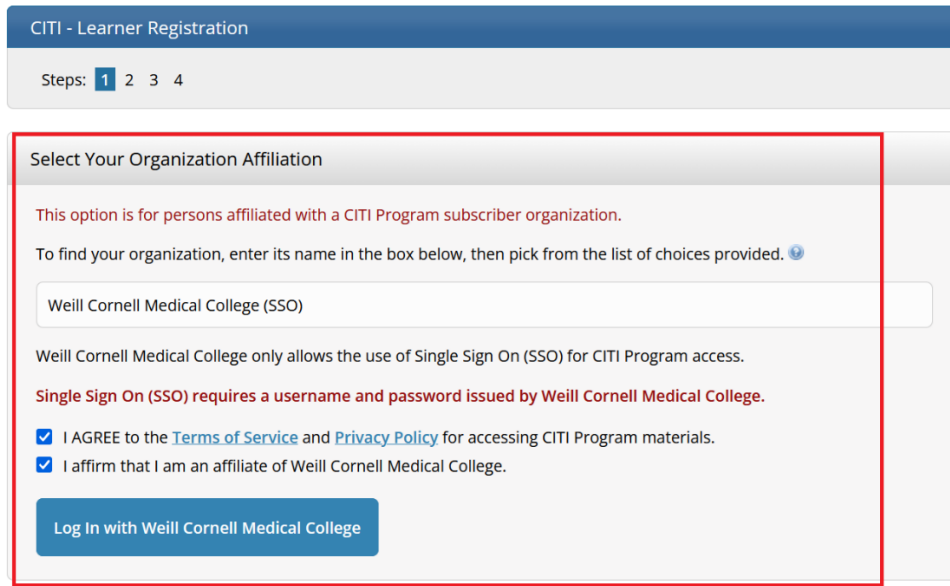
2. Select "**Register**" in the upper right corner.



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

- 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.**

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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**

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- 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**

- <u>For new account holders</u>—After logging in, go to "My Courses" to begin your assigned training module(s).



- <u>For existing account holders</u> needing to add the training choose "Add a Course".

Learner Tools for Weill Cornell Medical College

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

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- 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.