

CITI Instructions Chemistry Ethics Training Course

All students enrolled in this chemistry course are required to complete an educational course. The educational course utilized by Marshall University is the Collaborative Institutional Training Initiative (CITI). The steps for registration and course completion are listed below. The course is broken down into modules so you can complete the modules as time permits. A minimum score of 80% is required to pass. The directions for registering for the course are as follows:

1. Go to the CITI website at <https://www.citiprogram.org>.
2. The first time you go to the site you will have to register for the course. To do that click on the "Register Here" link above the login. Once you register you will use the username and password you selected each time you return.
3. Select Marshall University under "Participating Institutions".
4. Enter a Username and Password that is convenient for you to remember.
5. Create your security question and answer.
6. Enter your name and Email Address.
7. Answer the CME/CEU and Course Survey questions then click on "Submit."
8. Fill out CITI Member Information Page. All fields with an asterisk must be completed, then click on "Submit".
9. **Note: There are 3 separate questions for this page.** For **Question #1** Select Group #7 Chemistry Ethics Training Course. Skip **Question #2** and **Question #3** and then click on "Submit" at the bottom of the page.
10. The next page will ask "Do you need to take the training for more than one institution?" You should click "No".
11. Now you are in and you should be on the Learner's Menu page. There you can begin your course by clicking on the link that is in red (**Not Started – Enter**).

You will not have to go through all of these steps each time you go to the site. After the initial registration all you will have to do is login with your Username and Password and pick up where you left off.