Before you can start CITI training, you must first create an account at the CITI site. Start by going to citiprogram.org and click on the “Register” button in the “Create an account” box. It should take you to a page like the one shown on the right. Enter “University of Puget Sound” and click the box to agree to their terms of service (after reading them, of course). Then click the “Continue to Step 2” button.
Step 2 asks for your name and email address. Use your @pugetsound address here, and Continue to Step 3.

Pick a user name that’s not already taken and create a password for your account. Then set up a security question for yourself before you Continue to Step 4.
Your country of residence will be the United States, even if that’s not your home country.

Unless you want to pay money to take your training courses, make sure you select “No” when asked if you want Continuing Education Unit credit. Decide whether CITI can contact you for research purposes, and Continue to Step 6.
Enter your email address and the department in which you’re doing your research. Select “Student Researcher – Undergraduate” from the drop-down menu, then Continue to Step 7.
Ok, you thought you were done, but now you have to finalize your registration by clicking on the link.

After completing the registration, you’re shown the page on the right, which lists all of the courses you are expected to take. If you selected properly in the earlier stages of registration, it should just have “Students” in the “Course” column. Click on “Students” to go to the full list of modules you’re expected to complete as a student.
Here you see the pair of required “Modules”, “Students in Research” and “University of Puget Sound”. This page is sneaky though. You’re not allowed to click on those links and start the modules until you first click on the link circled on the right.

Clicking the previous link brings you to this page. Read the summary of the Terms of Service and, if you agree to honor them, check the “I AGREE” box and Submit.
Despite the fact that you just identified yourself as a student researcher, you need to select “Student” here rather than “Researcher” for your role, otherwise CITI will make you do extra training courses! You now need to opt in to the “Responsible Conduct of Research” in Question 2. Select Science Student Researchers. For “Conflicts of Interest” select “no”. Unless you are using animals in your research, you may opt out of all other options.

Click “Complete Registration” when you’re finished.
If you happen to already have a CITI account, follow these instructions:

1. Login to citiprogram.org with your CITI username and password. This is likely your Puget Sound user name and password.

2. You will need to select “Add a course” You now need to opt in to the “Responsible Conduct of Research” in Question 2. Select Science Student Researchers. For “Conflicts of Interest” select “no”. Unless you are using animals in your research, you may opt out of all other options.
If you happen to already have a CITI account, follow these instructions:

3. You should now see that you have the courses ready to begin.