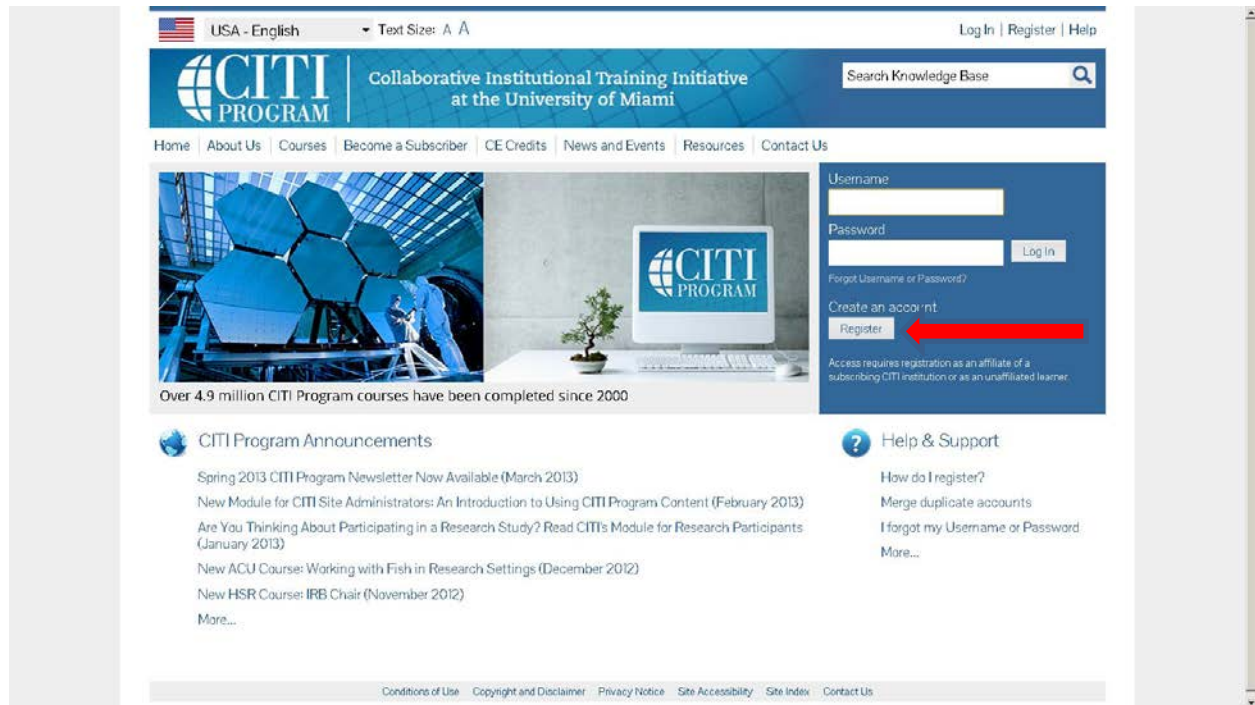


New Subscribers

Step 1: Begin by accessing the site www.citiprogram.org and clicking the “Register” button



Step 2: Complete Registration Steps 1-7- begin by selecting “The appropriate institution” from the drop down list of participating institutions.

***NOTE:** When entering your email address in **step 2 of this section**, be sure to use an email address that you can access.

In step 3 of this section you will chose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field and note that passwords are case sensitive. During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that will be easy for you to recall.

In step 7 of this step you will pick your courses and additional modules if needed.

The screenshot shows the 'CITI - Learner Registration' form, specifically Step 1: Select An Institution. The form has a progress bar at the top with steps 1 through 7, where step 1 is currently selected. Below the progress bar, the title '* Select An Institution' is followed by a note: '* Indicates a required field.' and instructions: 'Choose your institution from the appropriate dropdown menu. Choose only one institution. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.' The form contains several dropdown menus: 'Participating Institutions', 'Veterans Affairs', 'Department of Energy', 'HIV/AIDS Network Coordination (HANIC)', 'Canadian Institutions', 'India Participating Institutions', and 'Korea Participating Institutions'. At the bottom, there are two links: 'I am not affiliated with a participating institution. I would like to register with CITI as an independent learner. (Fees apply.)' and 'My institution is not listed as a participating institution. Click here for information on how to subscribe as a participating institution.' A blue button labeled 'Continue to Step 2' is at the bottom left. A red box on the right side of the form contains the text: 'For steps 1-7 every line with an asterisk beside it requires an input.'

The screenshot shows the CITI Program Learner Registration page at Step 3: Personal Information. The header includes the CITI Program logo, navigation links (Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, Contact Us), and a search bar. The registration progress bar shows steps 1 through 7, with step 3 highlighted. The form fields include: First Name (Help), Last Name (Desk), Email Address (citisupport@med.miami.edu), and Verify email address (citisupport@med.miami.edu). A note states: "If you have a secondary email address that can be used in case your preferred email address changes, enter it below. If you forget your username or password, it will be mailed both to your preferred email address and your secondary email address." Below this are fields for Secondary email address and Verify secondary email address. A "Continue to Step 3" button is at the bottom. A red box on the right contains the text: "Secondary email address are not recommended but suggested to help facilitate in resetting usernames and passwords."

Step 3: Once your registration is complete, you will receive an email asking you to confirm your email address and registration by clicking on the activation link provided.



Thank you for registering with the Collaborative Institutional Training Initiative (CITI Program).

To confirm your email address and complete your registration, please click on the link below:

https://www.citiprogram.org/index.cfm?pageID=183&email_youremailaddresshere&id=3684854

Thank you

Collaborative Institutional Training Initiative (CITI Program)

Step 4: Return to the CITI site and begin by entering your username and password {which was created registration step 2} and click “Log In”

Step 5: You now can access your main menu screen and your course(s) are now available to enter and complete. Click the course name to enter that course. (If you need to make changes to your courses, click on **Add a Course or Update Learner Group**).

The screenshot displays the CITI PROGRAM website interface. At the top, there is a header with the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the header, a navigation bar includes links for "Main Menu", "My Profiles", "CE Credit Status", "My Reports", and "Support". The main content area features a "Main Menu" section with a dropdown for "DEMO Courses". A table lists the course "DEMO - U.S. Export Control Regulations" with columns for "Course", "Status" (Not Started), "Completion Report" (N/A), and "Survey". Below the table, a section titled "My Learner Tools for DEMO" contains links for "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation". At the bottom of the page, there is a footer with links for "Conditions of Use", "Copyright and Disclaimer", "Privacy Notice", "Site Accessibility", "Site Index", and "Contact Us".

* Once a course is completed, the system will allow you to print the completion report. It is imperative to **PRINT** your report and retain for your records.