Overview

- Creating an Account
- Selecting Your Organization
- Personal Information
- User Name
- Gender, Ethnicity and Race
- Continuing Education Unit
- MSU Required Information
- Course Enrollment
- Questions
- Finalizing your Registration
- MSU Courses

Next Slide: Creating an Account
Creating an Account

- Log onto CITI at: https://www.citiprogram.org/
- To create an account click “Register”
Selecting Your Organization Affiliation

- Type in “Michigan State University” into the search criteria
- Select MSU from the dropdown
- Click “Continue to Step 2”
Personal Information

- Enter in your:
  - First Name
  - Last Name
  - MSU E-mail Address
  - Secondary E-mail address (optional)

- Click “Continue to Step 3”

Next Slide: User Name
User Name

- Enter in:
  - User Name
  - Password
  - Security Question
  - Security Answer

- Click “Continue to Step 4”

Next Slide: Gender, Ethnicity and Race
Gender, Ethnicity and Race

- Select:
  - Gender
  - Ethnicity
  - Race

- Click “Continue to Step 5”

Next Slide: Continuing Education Unit
Continuing Education Unit (CEU)

- Select:
  - The option you are interested in
  - If you would like to be contacted by the CITI Program
- Click “Continue to Step 6”
Information Required by MSU

- Enter in:
  - Your MSU e-mail address
  - Gender
  - Highest Degree
  - Department
  - Role in Research
  - Your contact number

- Click “Continue to Step 7”
Course Enrollment Questions

- Scroll down to the “Course Enrollment Questions”
- Answers the 5 questions accordingly

Next Slide: Course Enrollment Questions
Course Enrollment Questions (Cont.)

- Answer the following questions accordingly
- Click “Complete Registration”
Finalize Registration

- Click “Finalize Registration”
- You will be brought to the screen below and will be able to search MSU Courses
If you click on “Michigan State University (MSU) Courses” you will be able to see a list of courses currently offered by MSU.

Click on the course you would like to complete.
Course Example

- Here is an example of what a course may look like
- Complete “The Integrity Assurance Statement before beginning the course”
- Click on the required and effective modules you wish to take

Next Slide: Good luck!
Good luck!

Please visit http://grad.msu.edu/rcr/ for more information.