

Accessing CITI Training if you DON'T have a Cornell NetID

[see bottom of page for email contacts if you still need help or have questions]

1. For people who WILL be getting a Cornell NetID but don't have one yet:

- a. Contact Cornell CIT (Cornell Information Technology). Their website is: www.it.cornell.edu. Helpdesk: call 607.255.5500 . They will need to set you up with a NetID.

1. For people who are not Cornell faculty, staff or students but may be working with Cornell researchers on a research project that requires CITI trainings:

- a. Go to www.citiprogram.org .
- b. You should see this home page:

- c. Click on "Register" to create an account.
- d. You will be taken to the Learner Registration Page:

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

[Can't find your institution? It may use Single Sign On. Check here.](#)

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2](#) [Search Again](#)

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

- e. In the box that says “Select Your Organization Affiliation,” type Cornell University. The box will auto-fill. Make sure you don’t accidentally select “Weill Cornell Medical College” or “Weill Cornell Medical College in Qatar.”

Select Your Organization Affiliation

Search for organization: Enter full or partial name 

[Can't find your institution? It may use Single Sign On. Check here.](#)

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

- f. Once Cornell University is selected, click “Continue.” If you weren’t able to select, try again by using “Search Again” or re-type.

[Continue to Step 2](#)

[Search Again](#)

- g. Fill out all required fields on each page and continue forward. You will be asked to provide basic information such as name, email address, create a username and password, security questions and answers, country of residence, etc.

CITI - Learner Registration - Cornell University

Steps: 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

[Continue to Step 3](#)

- h. Go through each Step until you get to Step 5.

[see next page]

- i. Step 5 will ask you the following questions. Most people answer “No” to the questions about continuing professional certification.

CITI - Learner Registration - Cornell University

Steps: 1 2 3 4 **5** 6 7

* indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grad book page.

No

If you picked “YES”, please check below the one type of credit you would like to earn

MDs, DOs, PAs - AMA PRA Category 1 Credits TM

Psychologists – APA Credits

Nurses – ANCC CNE

Other Participants – Certificates of Participation

Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

*** Can CITI Program contact you at a later date regarding participation in research surveys?**

Yes

No

Not sure. Ask me later

- j. Page 7 of the registration process takes you to the “CITI Course Selection” page. Please refer to the Instructions on ORIA’s website for information on adding and accessing the specific training courses you need.

If you have questions regarding whether or not you will be getting a NetID, or when, please contact CIT at www.cit.cornell.edu or 607.255.5500.

If you have a NetID and have questions about getting a CITI account and completing training, please contact one of the following:

1. For IRB Human Participants training: email irhbp@cornell.edu
2. For RCR Training (either Short Course OR Full Course): email rcr@cornell.edu
3. For COI Training (Financial Conflict of Interest Related to Research) email coi@cornell.edu