



## CITI PROGRAM NEW LEARNER ACCOUNT REGISTRATION INSTRUCTIONS

- A. Go to [www.citiprogram.org](http://www.citiprogram.org) and click on the “Register” button located in the blue log in box to the right of the homepage.
- B. The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course based on your institutional settings. C. STEP 1:
  - Choose University of Puerto Rico Molecular Sciences Research Center as a participating institution from the search box. All active institutions are listed.
  - After selecting your institution click Continue to Step 2. D. STEP 2:
    - Requests that you enter your First and Last Name along with your email address.
      - Please enter your name here as you would like it to appear on your completion report received at the end of the course.
      - Ensure you use an email address that you can access so you can complete the registration process by verifying the email. You can use any email address to register but we recommend not using your institutional email. The account belongs to you, the learner, and if you leave the institution you will still have access to the account if you use a non-institutional email. This means you can keep the same account and transfer credit if you affiliate with a new institution. While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password and no longer have access to your primary email address. E. STEP 3:
    - Choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. 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 is applicable to you and you can comfortably answer for the tech support team. F. STEP 4:

- Collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories. G. STEP5:
- Professionals seeking credit for CITI Program courses can make their selection for Continuing Education Credits during this step.
- This step is where you can also let us know your interest in participating in research surveys at a later date. H. STEP 6:
- Each institution determines the fields listed on this page and what information is required or optional. Some institutions request very specific information such as an employee ID number or campus name. Any questions regarding the fields on this page should be directed to Ms. Vilmarie Mercado, MSRC CITI Program Administrator.



## Molecular Sciences Research Center

- I. **STEP 7:**
  - Enrollment in the CITI Program Courses.
    - Select Curriculum Course Enrollment Question 1.
    - Choose one of the Learner Groups that best describes your position at the MSRC.
  - These questions are set up based on institutional specific courses. Please read each question carefully to ensure you are enrolled in the correct course.
- J. After selecting your courses, you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration.
- K. Your learner account registration is complete.
- L. You will now be able to access the Main Menu of your account.
- M. Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Group.
- N. For further assistance, you may want to see our Guide to CITI Navigation (<http://citiprogram.desk.com/customer/portal/articles/1986734-guide-to-citi-navigation>).

### **CITI PROGRAM INSTITUTION AFFILIATION INSTRUCTIONS FOR EXISTING ACCOUNTS**

- A. Login to your existing CITI Account.
- B. Go to tab on bottom of screen that reads: "Click here to affiliate with another institution".
- C. In "Search for Organization" write: University of Puerto Rico Molecular Sciences Research Center.
- D. Enrollment in the CITI Program Courses.
  - Select Curriculum Course Enrollment Question 1.
  - Choose one of the Learner Groups that best describes your position at the MSRC.

- Now you are ready to begin the required courses. If you want supplemental courses, they are also available as voluntary courses.
- E. If you would like to receive credit for modules previously taken, there are several requirements that must be met.
- To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and your new institution). Follow the "Click here to affiliate with another institution" link on your Main Menu to add an affiliation.
  - When you are affiliated with both institutions, enroll in the courses that need to be transferred under both institutions, via the "Add a Course or Update Learner Groups" link under the appropriate institution if necessary. You will need to enroll in the same stage of the course (Basic/Refresher) for a proper transfer to occur. Add a Course or Update Learner Groups.
  - Once you are enrolled in the courses, any modules that are shared between the courses between institutions will have their credit transferred automatically. The transfer is based on each module's unique ID number. If the courses do not match exactly, not all credit will transfer and you may need complete the difference in modules at your new institution to get full credit for a Completion Report.
  - Each institution determines the time frame in which modules are transferable. This time frame can span any time between 1 and 10 years. Some institutions opt out of this option and do not allow modules to transfer.