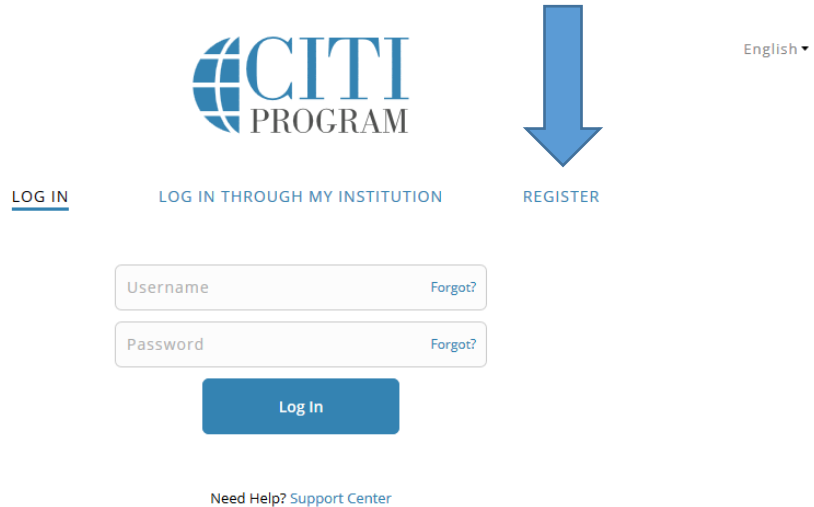


## Registering for CITI Training – UTIA New Users

Go to <https://www.citiprogram.org/>

Select Register:



English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

Username [Forgot?](#)

Password [Forgot?](#)

Log In

[Need Help? Support Center](#)

Select “Can’t find your institution? It may use Single Sign On. Check here.”:



English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

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.](#)

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.

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

Scroll down to find and select University of Tennessee Institute of Agriculture:



English ▾

[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

Click on the organization name for SSO login instructions.

[Allen Institute](#)

[Arbor Research Collaborative for Health](#)

[Arizona State University](#)

[Augsburg College](#)

[Baylor College of Medicine](#)

V

V

V

[University of Tennessee College of Medicine Chattanooga](#)

[University of Tennessee Health Science Center - Knoxville](#)

[University of Tennessee Health Science Center - Memphis](#)

[University of Tennessee Institute of Agriculture](#)

[University of Tennessee-Knoxville](#)

[University of Texas at Austin](#)

[University of Texas at San Antonio](#)

[University of Texas Southwestern Medical Center](#)



When prompted at a UT log-in screen, enter your UT NetID and password.

Select “I don't have a CITI Program account and I need to create one.” Then Create a New CITI Program Account:



At the Main Menu, you will be affiliated with the University of Tennessee Health Science Center – Memphis, because that campus helps maintain the SSO sign-in.

Select [Click here to affiliate with another institution](#):



When prompted to Select Your Organization Affiliation, start typing University of Tennessee, then select [University of Tennessee Institute of Agriculture](#) **from the list that appears below the box**:

## \* Select Your Organization Affiliation

\* indicates a required field.

Search for organization: Enter full or partial name

University of Tennessee

University of Tennessee at Chattanooga, The

University of Tennessee at Martin

University of Tennessee College of Medicine Chattanooga

University of Tennessee Health Science Center - Knoxville

University of Tennessee Health Science Center - Memphis

University of Tennessee Institute of Agriculture

University of Tennessee-Knoxville



You will be prompted to enter your information (e-mail, role, etc.) Please enter required fields. Make your most reasonable guess at the role, such as Principal Investigator or Research Administrator.

Please provide the following information requested by University of Tennessee Institute of Agriculture

\* indicates a required field.

Language Preference

\* Institutional email address

Gender

Highest degree

Employee Number

\* Department

\* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

**To take courses,** go to Main Menu and select University of Tennessee Institute of Agriculture Courses:

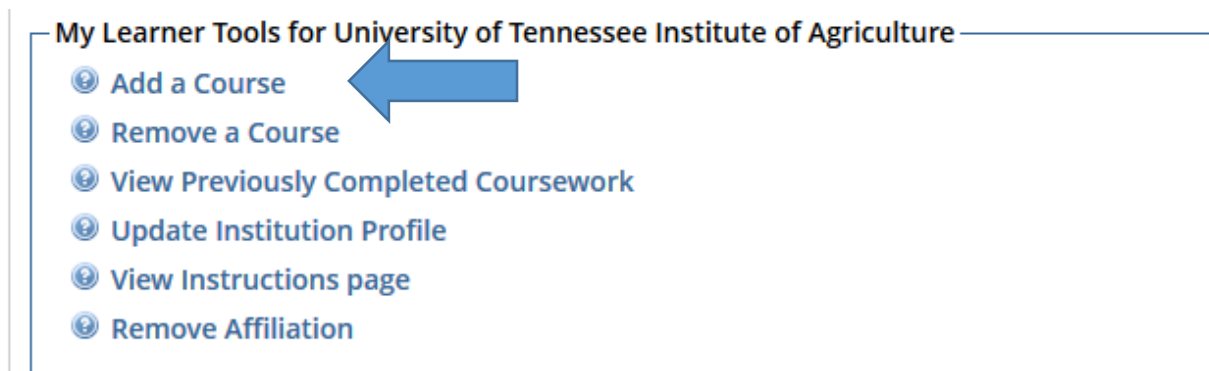
Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

- ▶ DEMO Courses
- ▶ University of Tennessee Health Science Center - Memphis Courses
- ▼ University of Tennessee Institute of Agriculture Courses



Then Add a Course:



Choices are:

- **Conflicts of Interest** Investigators – paid or unpaid – are required by NIH and other PHS agencies to take training before working on the project.)
- **Responsible Conduct of Research** (*Responsible Conduct of Research (RCR) at UTIA (ID: 146661)*) RCR training is required for:
  - (1) Participants on *USDA NIFA* projects – including capacity funding projects, and
  - (2) Students and post-docs on *NSF* projects.Face-to-face RCR training is also required for participants on *NIH* training, career development, research education, or dissertation research grants. Online CITI training would supplement, but not replace, that required training.
- **Animal Care and Use** (Not currently the required training for participants working with animals. This is an optional, supplemental learning opportunities.)
- **Wildlife** (Not required training for participants working with animals. This is an optional, supplemental learning opportunities.)
- **Export Control** (Employees with Technology Control Plans should take this training. Otherwise, optional learning opportunity.)
- **Institutional/Signatory Official** (Not recommended unless you are an Institutional/Signatory Official.)

If you need to take Human Subjects training, you will need to affiliate with University of Tennessee-Knoxville for that training only.

If you have problems or questions, please contact Jane Burns at 865-974-7375 (or [janeburns@utk.edu](mailto:janeburns@utk.edu)) or CITI support at 888-529-5929 (or [support@citiprogram.org](mailto:support@citiprogram.org))