The Collaborative Institutional Training Initiative (CITI Program) is used by the University of Chicago to provide required research education content to researchers. It is **VERY IMPORTANT** that the correct UChicago ID is affiliated with your account profile, as completion dates & data will flow through to university systems (such as AURA).

If you have any additional questions after reviewing this guide, please email AURA-Help@uchicago.edu and we will either answer your question(s) or connect you with an appropriate party who can.

**Contents:**

**Login & Registration** – CITI Homepage .................................................................................................................. 2

**Update Your UChicago ID** (for existing CITI accounts)................................................................................................... 9
Login & Registration – CITI Homepage

- Go To: www.citiprogram.org

Log in with your existing account info or use the “Forgot Username or Password?” link to retrieve your username and/or reset your password.

If you have **not** yet created a CITI account select the “Register” button.

**Not currently available for the University of Chicago.**
Enter & Select “University of Chicago”

Use your @uchicago.edu email address
We recommend using your UChicago ID as your User Name.

You can look up your ID here: https://cnet.uchicago.edu/ams/servlet/ChicagoIDSearch
**CITI - Learner Registration**

**Gender, Ethnicity and Race**

Why does CITI Program ask about your gender, race and ethnicity? *
Why does CITI Program use these categories? *
Why does CITI Program ask about your gender? *
* indicates a required field.

**Your Gender Is:**

- Male
- Female
- I would rather not disclose

**Your Ethnicity Is: (You may choose only one)**

- Hispanic or Latino *
- Not Hispanic or Latino
- I would rather not disclose

**Your Race Is: (You may choose more than one)**

- American Indian or Alaska Native *
- Black or African American *
- Asian *
- Native Hawaiian or Other Pacific Islander *
- White *
- I would rather not disclose

* Continue to Step 5
Enter info and continue.

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

If you answer "yes", you will be provided with information before you start a CEU-eligible course about the amount of credit available, information about the course authors, and other required CEU disclosures. This information must be viewed before a course is started in order for you to be eligible to purchase CEU credit after course completion. However, answering "yes" does not obligate you to purchase CEU credits for any course.

If you answer "no", you will not see information about the CEU credits available for courses before you start them or after completing them, and you will be ineligible for CEU credit for these courses. You can change this preference at any time by clicking on a "CEU Information" link or using a "My Profile" link to update your Profile.

If you're not sure, you can change your answer later.

☐ Yes
☐ No
☐ Not sure. Ask me later

If you answered "yes", please check all the types of CEU credit that may be of interest. This information allows us to ensure that you receive appropriate Pre- and Post-Course information relevant to the kind(s) of CEU credit that you may request.

☐ AMA PRA Category 1 Credits
☐ Nurses (CEU Credits)
☐ Other
☐ Psychologists (CEP Credits)

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

☐ Yes
☐ No
☐ Not sure. Ask me later

Continue to Step 6
If you’re unsure what the correct # should be – please click the hyperlink to look it up.

It is VERY IMPORTANT that you enter your UChicago ID correctly.
Select Curriculum

- You will have the option to complete the Conflict of Interest Course now or later
- You will continue on to several more views that are required to be answered by the University
- After you have completed the required questions, you will then need to finalize your registration

4 indicates a required field.

* Would you like to take the Conflict of Interest Course?

(Assuming No will remove the course from your course list if you have already completed it)

Choose one answer
- Yes
- No at this time.

Next

CITI - Learner Registration

Your registration with University of Chicago is complete. You must make a selection below to continue.

Affiliate with another institution
Finalize registration

- You will receive an email to the address you entered with additional steps to finalize your registration
Update Your UChicago ID (for existing CITI accounts)

1) Log in to your existing CITI Account

2) Click “My Profiles”

3) Expand “University of Chicago Profile”
Update your UChicago ID here*

*then make sure to save your changes via the “Update Profile” button at the bottom of the page.