

# CITI Training Registration: Step-by-Step Guide

If you need to complete Biosafety Training, the following CITI courses are required:

- Lab Chemical Safety
- Initial Biosafety Training
- Hazard Communication
- OSHA Bloodborne Pathogens
- Conflict of Interest

To get started, follow these instructions:

1. Access the CITI website: [www.CITIprogram.org](http://www.CITIprogram.org) and select "Register Here" to set up your account.
2. The first step on the registration page is to select your institution. Please select "Wright State University".
3. Once you set up your account, you will be prompted to answer a series of questions that will determine which training courses you need. The courses/modules that are required for you will now be listed on the "Learner's Menu" page under "My Courses" page.
4. If you already have an account, select "Add a course" from the Courses page.

Please select which Wright State University - CITI Program course(s) you would like to take from the list below.

This question is required. Choose all that apply.

- Human Subjects Research (HSR)
- Animal Care & Use (ACU)
- Biosafety & Biosecurity (BSS) ←
- Export Control
- I only need to take Conflict of Interest Training
- I would like to browse training modules

Start Over

Next

The required courses will automatically be added for you. The system will ask if you'd like to browse additional trainings. If you have been informed by EHS or RSP that an additional course is required (i.e. Shipping and Transportation, Select Agent Use, etc.), then select "Yes and chose the appropriate course from the list. Otherwise, you can select No.

○ If you already have a CITI account from another institution, you can affiliate with Wright State from the "Learner's Menu" page. Any courses you have already completed for another institution will show up as "completed" in your list of courses.

○ It is not necessary to complete all the modules in one sitting, you will be able to return to the website and pick up where you left off.

○ After you complete all the required courses an email from CITI will be automatically generated. RSP will handle the updating of certifications in the RSP Gateway system. Please allow 1 business day for these trainings to be reflected in the Gateway.