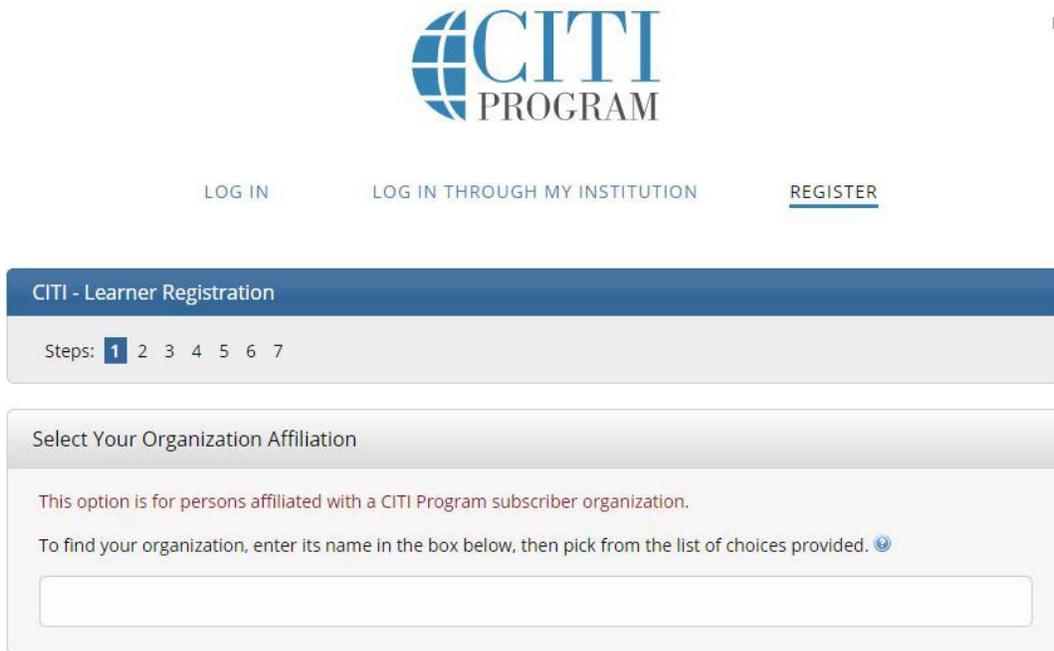
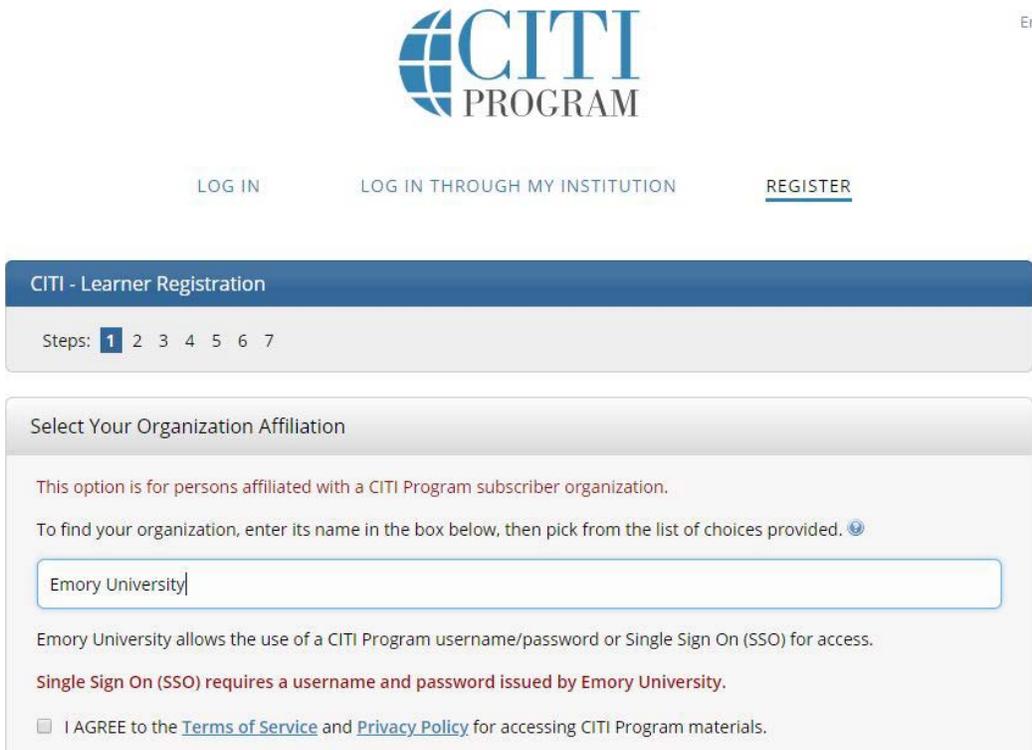


How to take CITI for External Collaborators Engaged in Emory Research¹

1. Ask your external collaborator to go to www.citiprogram.org and click on “Register”

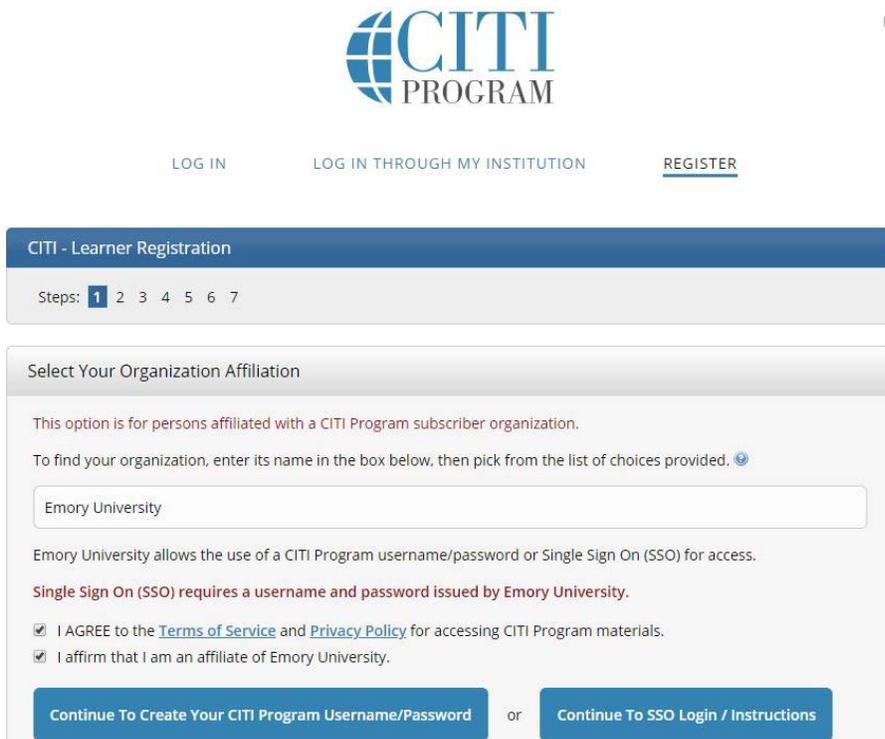


2. Select Emory University under “Select Your Organization Affiliation”



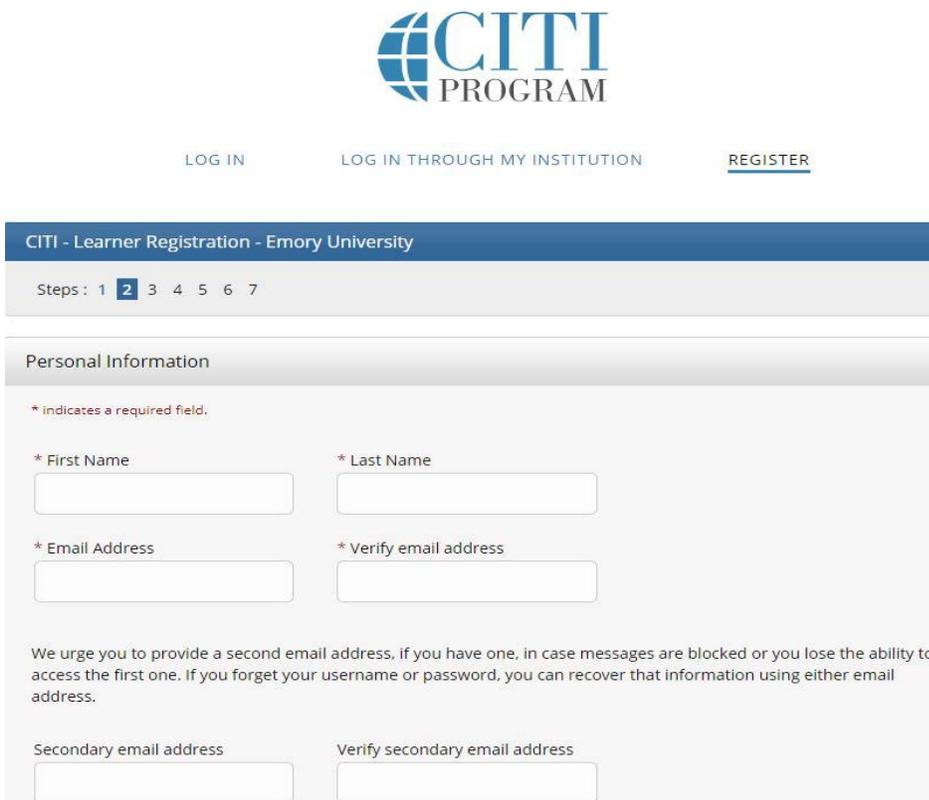
¹ We discourage external researchers, not conducting research as agents of Emory, to take this course without IRB authorization.

3. Check the boxed for “I agree to the terms...” and “I affirm that I am an affiliate of Emory University”, which your collaborator will be as a person engaged in Emory research.



The screenshot shows the CITI Program Learner Registration interface. At the top is the CITI PROGRAM logo and navigation links: LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. Below is a blue header for "CITI - Learner Registration" with a progress bar showing steps 1 through 7, where step 1 is active. The main section is titled "Select Your Organization Affiliation". It includes instructions for finding an organization, a search box containing "Emory University", and a note that Emory University allows the use of a CITI Program username/password or Single Sign On (SSO). Two checkboxes are checked: "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." and "I affirm that I am an affiliate of Emory University." At the bottom are two buttons: "Continue To Create Your CITI Program Username/Password" and "Continue To SSO Login / Instructions".

4. After that, the collaborator can follow the prompts to provide their information and complete our required training. Only fields with an asterisk are required.



The screenshot shows the CITI Program Learner Registration interface at Step 2: Personal Information. It features the CITI PROGRAM logo and navigation links: LOG IN, LOG IN THROUGH MY INSTITUTION, and REGISTER. The header is "CITI - Learner Registration - Emory University" with a progress bar showing steps 1 through 7, where step 2 is active. The section is titled "Personal Information" and includes a note: "* indicates a required field." There are four required fields: "* First Name", "* Last Name", "* Email Address", and "* Verify email address". Below these are two optional fields: "Secondary email address" and "Verify secondary email address".