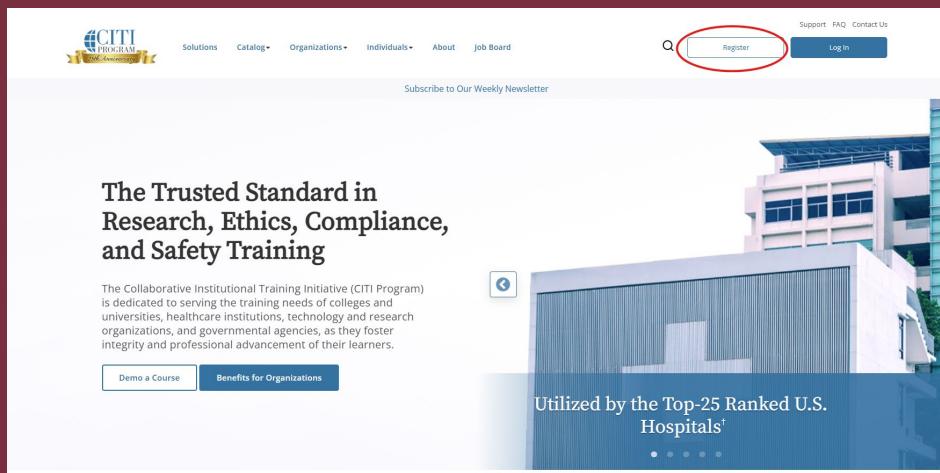


Research Security Training

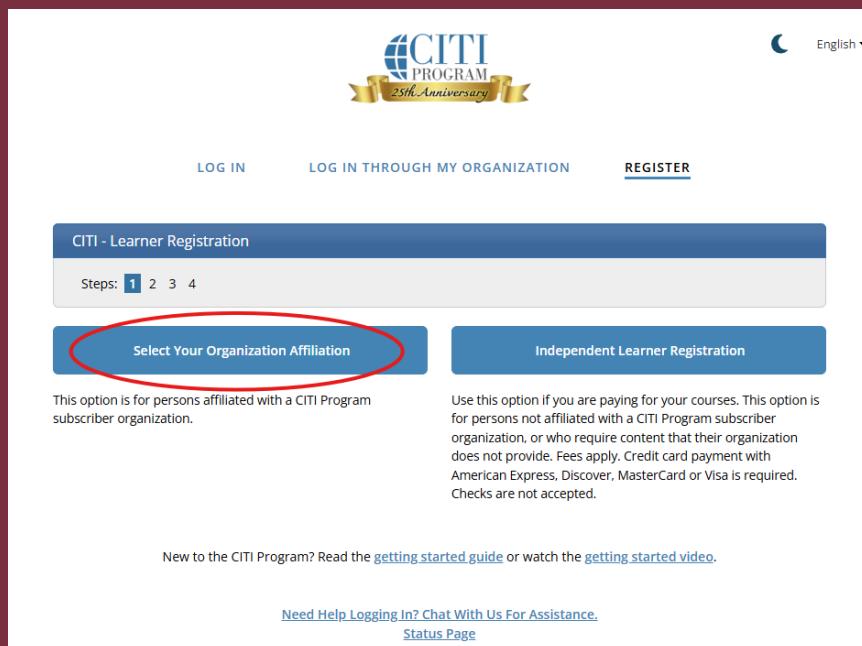
How to Create a CITI Account

1. Go to the CITI Website: <https://about.citiprogram.org/>

2. Select “Register” in the top right corner of the webpage



3. Select “Select Your Organization Affiliation”

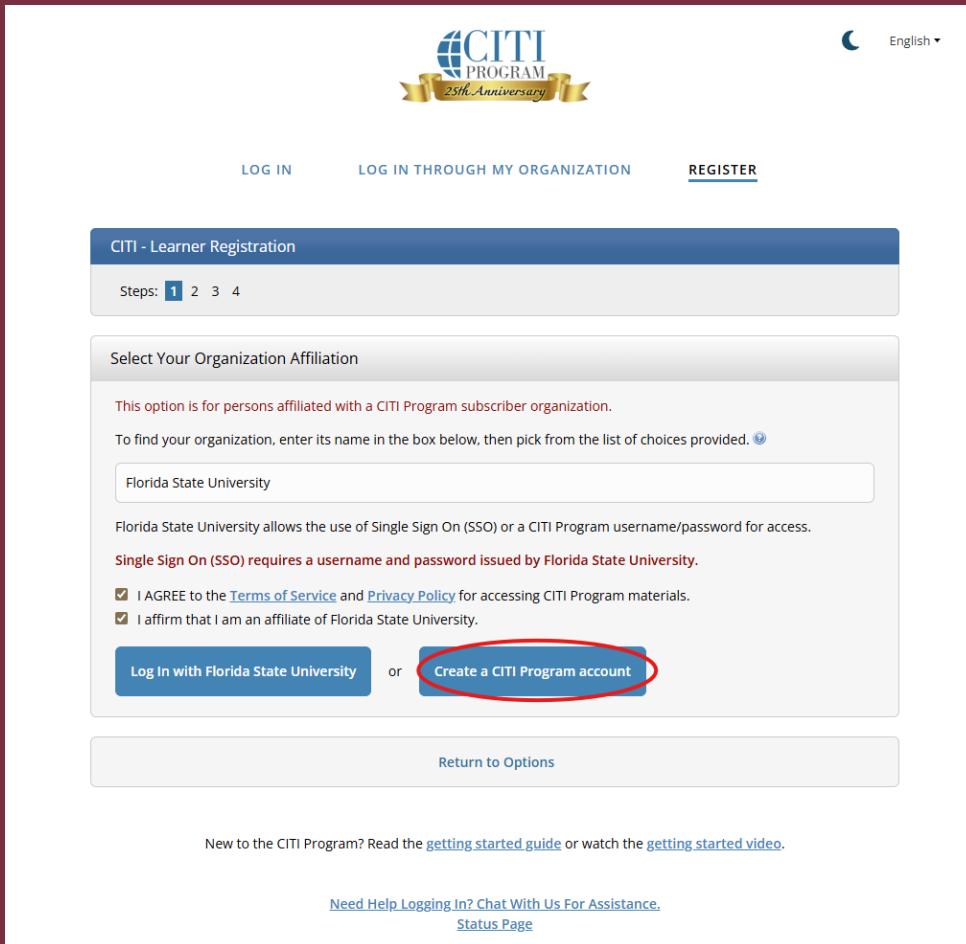


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How to Create a CITI Account

4. In the field, type and select “Florida State University.” Check the box “I agree” and affirm you are an affiliate of FSU. Select “Create a CITI Program account.



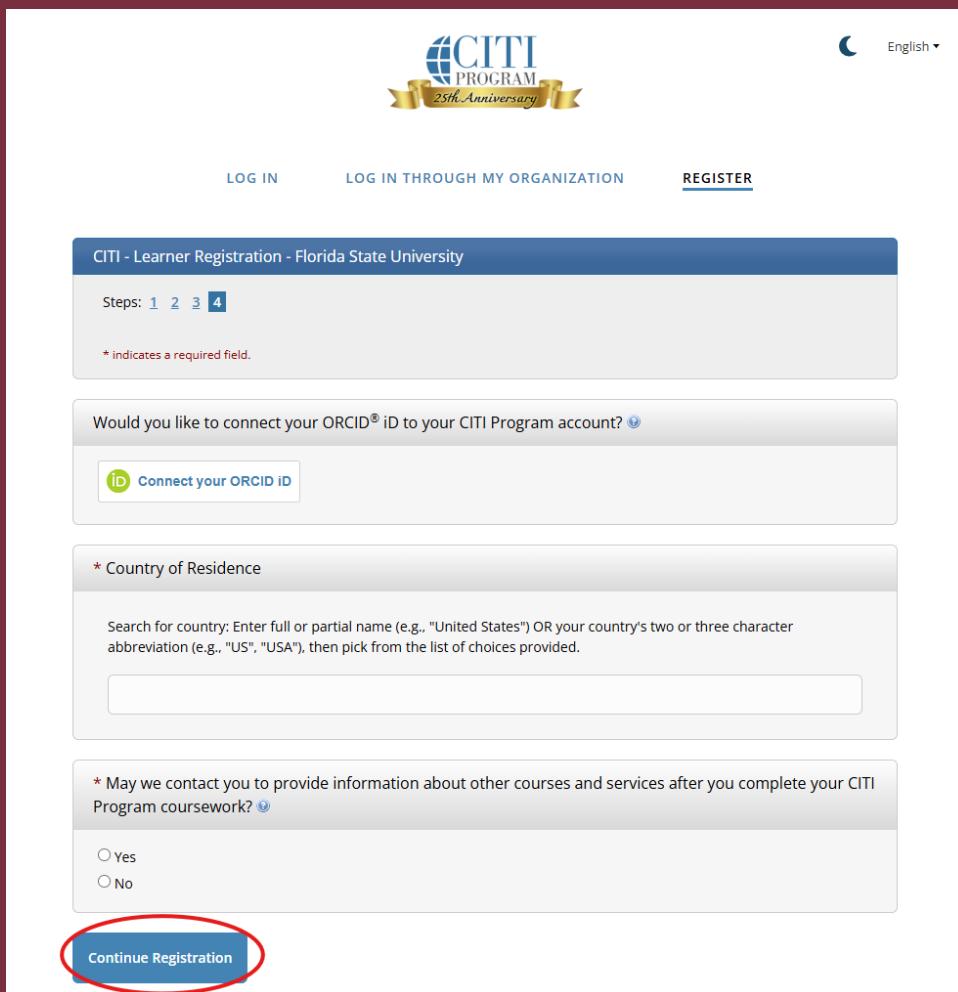
5. Fill out personal information as prompted. For the email address, please use the FSUID (ex. Abc12d) as the primary email address and select “Continue to Step 3.”

6. Create your Username and Password. Choose a Security question and answer. Select “Continue to Step 4.”

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How to Create a CITI Account

7. Determine whether you would like to connect your CITI account to your ORCID iD. Type in your Country of Residence and select whether CITI may contact you to provide information about other courses. Select “Continue Registration.”



The screenshot shows the CITI Learner Registration - Florida State University page. At the top, there are links for LOG IN, LOG IN THROUGH MY ORGANIZATION, and REGISTER (underlined). The CITI logo is displayed with a '25th Anniversary' banner. The main content area is titled 'CITI - Learner Registration - Florida State University' and shows 'Steps: 1 2 3 4'. A note says '* indicates a required field.' Below this, a question asks 'Would you like to connect your ORCID® iD to your CITI Program account?' with a 'Connect your ORCID iD' button. The next section is for 'Country of Residence' with a search placeholder 'Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.' The final section is a consent checkbox: '* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?' with options 'Yes' and 'No'. At the bottom is a 'Continue Registration' button, which is circled in red.

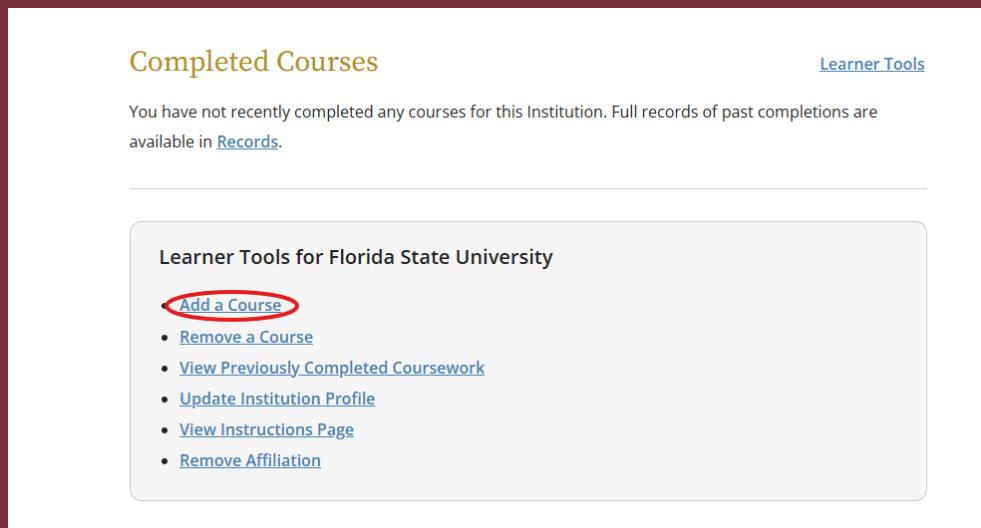
8. Answer “No” or “Yes” to whether you are a licensed professional who would like to earn CE credits.

9. Complete the affiliation with an institution page and select “Next.”

Research Security Training

Accessing the Research Security Training (Combined) Module

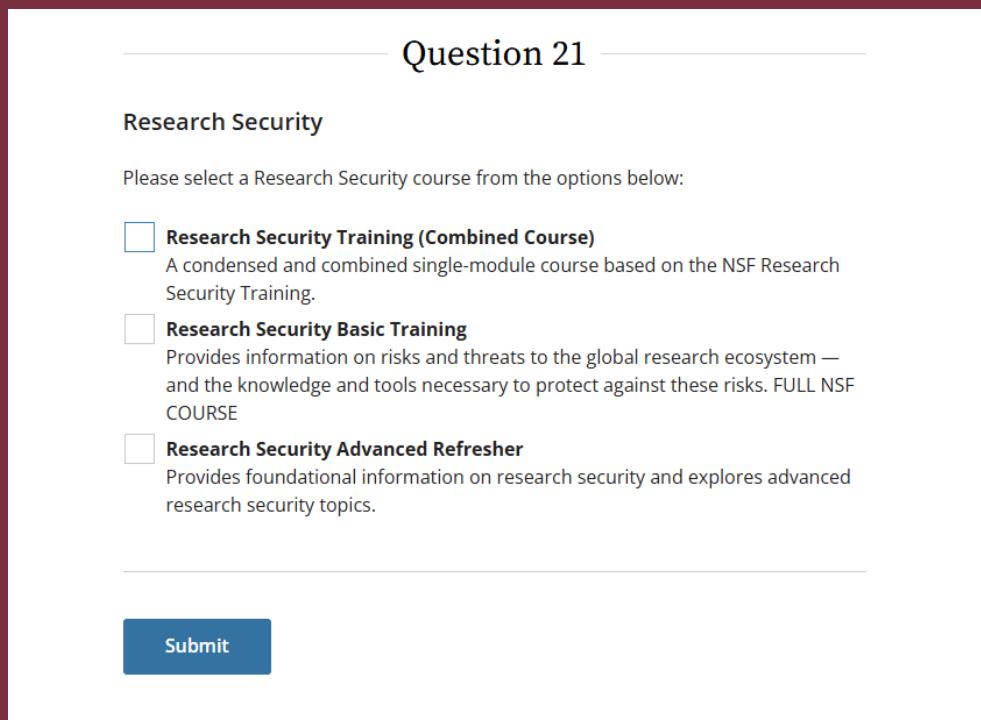
1. Log into your CITI account and scroll to the bottom of the page. Select “Add a Course.”



The screenshot shows the CITI Learner Tools interface. At the top, it says "Completed Courses" and "Learner Tools". Below that, a message states: "You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#)." A sidebar titled "Learner Tools for Florida State University" contains a list of links, with "Add a Course" being the first item and circled in red.

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

2. Scroll down to Question 21 and select “Research Security Training (Combined Course).” Select “Submit.”



The screenshot shows the CITI survey interface for "Question 21". The section is titled "Research Security". It asks: "Please select a Research Security course from the options below:". There are three options listed with checkboxes:

- Research Security Training (Combined Course)**
A condensed and combined single-module course based on the NSF Research Security Training.
- Research Security Basic Training**
Provides information on risks and threats to the global research ecosystem — and the knowledge and tools necessary to protect against these risks. FULL NSF COURSE
- Research Security Advanced Refresher**
Provides foundational information on research security and explores advanced research security topics.

At the bottom of the screen is a blue "Submit" button.