

CITI Registration Instructions



1. Go to the CITI homepage <https://www.citiprogram.org>
2. Follow the link  **New Users** [Register Here](#)
3. In Step 1 of the Registration page, select “Florida State University” from the list of Participating Institutions (leave other fields in Step 1 blank).
4. Follow the instructions on the Registration page to complete Steps 2, 3, & 4 and submit.
5. Complete the FSU Information page.
 - a. Undergraduate and graduate students: You will be asked to **provide your FSUSN**. If you need to locate your FSUSN:
 - Login to Blackboard.
 - Go to “Secure Apps” (top right of the screen)
 - Select “FSUID Identity Management”
 - Under “Quick Links” (left navigation bar), select “See your FSUSN”
 - Copy and paste your FSUSN in CITI’s FSU Information page.
 - Submit when you have completed the page.
 - b. Postdoctoral scholars: You will be asked to **provide your FSU Employee ID**. If you need to locate your FSU Employee ID:
 - Login to Omni.
 - Select “Timesheet” from the left navigation bar.
 - Copy your FSU Employee ID and paste on CITI’s FSU Information page.
7. The next page provides the opportunity to select another institution. Click “NO.”
6. On the Curriculum Selection page, select the course most fitting to your area of study/research (e.g., Humanities, Social Sciences) from the first list (1) if you are an undergraduate student or from the second list (2) if you are a graduate or postdoctoral student and submit.
7. You will be directed to the Main Menu page where your affiliation with Florida State University is indicated and the course you selected is listed. This is the page you will be directed to when you login on the CITI homepage. From this page you may enter your selected course, update your login and profile information, and review completed coursework. To begin the training, click on “Enter” by the training you selected.
8. You will be directed to the Gradebook page with a list of training modules.
 - a. Complete “The Integrity Assurance Statement.”
 - b. Click on the “Incomplete” by the first training module.

- c. **Note: An aggregate score of 80% for all assigned quizzes is required to complete the CITI training successfully.**

CITI Course Instructions (if you have logged off the CITI site)

1. Go to the CITI homepage <https://www.citiprogram.org>
2. Login with the username and password you chose when you registered.
3. From the main menu, follow the “[enter](#)” or “[re-enter](#)” link in the Status column for the course you wish to work on. This link directs you to the Gradebook for the course.
4. The first time you enter a course, you must complete the “Integrity Assurance Statement” before you may view or complete any modules or case studies. Follow the link to complete and submit this statement.
5. It is recommended you complete the modules and case studies in the order they are listed. Your scores will register in the Gradebook as you complete each part of the course.
6. **An aggregate score of 80% for all assigned quizzes is required to complete the CITI training successfully.** Any quiz may be re-taken to improve a poor score.
7. After all required modules and case studies are completed, the course status on the Main Menu page will indicate the course has been [passed](#), and a Course Completion Report may be printed. This Completion Report will automatically be sent to the FSU administrator. Passing the course **requires an aggregate score of 80% for all assigned quizzes.** You may sign back in at any time to view/print your Course Completion Report or review your completed coursework.

For more information on the responsible conduct of research at FSU, see the Graduate School’s [Research and Scholarly Integrity](#) website or the Office of Research’s [Research Compliance](#) website.

For specific questions regarding NSF’s responsible conduct of research training requirement or the CITI courses contact:

Institutional Administrator: Dr. Ross Ellington, Associate Vice President of Research
Office of Research
The Florida State University

Dr. Judith Devine, Senior Associate Dean
Graduate School
314 Westcott
Florida State University
(850) 644-3501