WAYNE STATE UNIVERSITY

CITI Training Requirements
Step-by-Step Guide

1. Access the Collaborative Institutional Training Initiative (CITI) website:
   www.CITIprogram.org

2. From the CITI Home Page you can register as a New User, select "Register Here"

3. The first step on the registration page is to select your institution. Please select "Wayne State University – Detroit, MI" (note that Wayne State College is also a choice, this is **NOT** our site).

4. Once you set up your account, you will be prompted to select the type of research you conduct (or participate in) which will generate the course list you are required to complete. The courses/modules will now be listed on the "Learner's Menu" page under "My Courses" page.

   - If you already have a CITI account, you can affiliate with another institution from the "Learner's Menu" page. Any courses you have already completed for another institution will not need to be retaken and will show up as "completed" in your list of courses.

5. Every time you enter the CITI website with your username and password you will be directed to your "Learner's Menu" page. 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.

6. After you complete all the required courses an email from CITI will be automatically generated and sent to the IRB or IACUC. You can also print copies of your completion reports for your records.

   If you have questions please contact:

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