

CITI New User Registration Guide

Last updated: June 2025

For Institutional Review Board (IRB) compliance purposes, all Principal Investigators (PI) and co-PIs working with human subjects must complete a required course through the Collaborative Institutional Training Initiative (CITI). This walkthrough outlines the steps to register for an account.

For questions regarding registration or the course modules, contact the IRB at irb@pratt.edu.

Step 1:

Follow [this link to the CITI website](#) and click on **REGISTER** near the top of the browser window, if it is not already selected.

Step 2:

Select **Pratt Institute** as your **Organization Affiliation**. (If you start typing “Pratt” in the blank field, Pratt Institute will appear as a choice in the list of organizations in the dropdown menu.)

DO NOT register as an independent learner.

The screenshot shows the CITI Program website's registration interface. At the top, there's a header with the CITI Program logo and a '25th Anniversary' banner. Navigation links include 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER' (which is underlined). Below this is a section titled 'CITI - Learner Registration' with a progress indicator showing 'Steps: 1 2 3 4'. The main content area is titled 'Select Your Organization Affiliation' and includes a note: 'This option is for persons affiliated with a CITI Program subscriber organization.' It instructs users to 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' A search input field contains the text 'Pratt', and a dropdown menu below it lists 'Pratt Institute' and 'Sheppard Pratt Foundation, Inc.'. A 'Return to Options' link is at the bottom of the dropdown.

Step 3:

You must use your **Pratt email address** to register. We recommend adding a secondary email address of your choice.

CITI - Learner Registration - Pratt Institute

Steps : 1 2 3 4

Personal Information

* indicates a required field.

* First Name

Jane

* Last Name

Doe

* Email Address

youremail@pratt.edu

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

yourotheremail@email.com

Verify secondary email address

Pratt Institute
Research and Strategic
Partnerships

200 Willoughby Avenue
North Hall 206E
Brooklyn, NY 11205

research-partnership
@pratt.edu
718.636.3744

pratt.edu/research

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Step 4:

Create your username and password, and set up the security question as instructed.

CITI - Learner Registration - Pratt Institute

Steps: [1](#) [2](#) **[3](#)** [4](#)

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 12 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd"

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

...

* Security Answer

Step 5:


Fill out the additional questions as instructed.

CITI - Learner Registration - Pratt Institute

Steps: [1](#) [2](#) [3](#) **4**

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 Connect your ORCID iD

* Country of Residence

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.

United States

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

☒ Yes

☐ No

Continue Registration

Step 6:

Select **No** on the question asking if you are a licensed professional who would like to earn Continuing Education (CE) credits.

CE credits are primarily for medical and other credentialed professionals, they are not required at Pratt Institute.

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.

[Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

Submit

Step 7:

Under **Institutional email address**, use your **Pratt email**.

For **Role in Research**, select **Investigator (PI, Co-Investigator, Sub-Investigator)**.

Institutional email address *

We recommend providing an email address issued by Pratt Institute or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Pratt Institute officials identify your learning records in reports.

Verify Institutional email address *

Highest degree

▼

Employee Number

Department

Role in research

▼

Step 8:

Select **Human Subjects Research** and click **Next**.

Please select which categories of courses you would like to enroll in:

This question is required. Choose all that apply.

- ☒ Human Subjects Research
- ☐ Conflicts of Interest and Commitment
- ☐ Responsible Conduct of Research
- ☐ Good Clinical Practice
- ☐ Information Privacy and Security
- ☐ Animal Care and Use

[Start Over](#) [Next](#)

Step 9:

Select **Special Topic Studio** and click **Next**. (Foundation is optional.)

Human Subjects Research Please choose your role to be enrolled in the human subject's courses for the activities you will conduct:

This question is required. Choose all that apply.

- ☐ Foundation
- ☒ Special Topic Studio

[Start Over](#) [Next](#)

Step 10:

Your registration is complete. Your required course, consisting of seven modules, can now be accessed by clicking on **Start Now**.

The screenshot shows a dark-themed user interface. At the top, two green checkmarks indicate successful enrollment and registration. Below this is a filter section for 'Show Courses for:' with a dropdown menu set to 'Pratt Institute' and a blue 'Institution List' button. The main content area is divided into two sections: 'Active Courses' and 'Courses Ready to Begin', each with a 'Learner Tools' link. The 'Courses Ready to Begin' section features a card for 'Pratt Institute Human Subjects Research - Special Topic Studio Stage 1 - Basic Course'. This card shows '0 / 7 modules completed' with a progress bar and a prominent blue 'Start Now' button.

✓ You are now enrolled in the course(s) you selected.

✓ Your registration has been completed successfully.

Show Courses for: Pratt Institute ▾ Institution List

Pratt Institute

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

Pratt Institute

Human Subjects Research - Special Topic Studio

Stage 1 - Basic Course

0 / 7 modules completed

[Start Now](#)

For any questions or assistance, please contact the IRB at irb@pratt.edu.