

# 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](mailto:irb@pratt.edu).

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## Step 1:

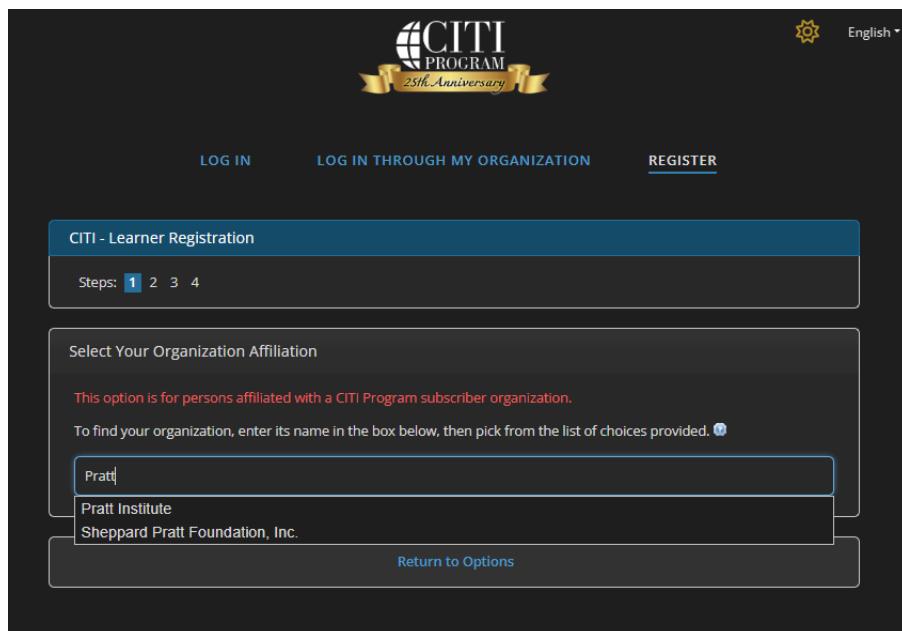
Follow [this link to the CITI website](#) and click on **REGISTER** near the top of the browser window, if it is not already selected.

## 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 with a dark background. At the top, there is a logo for the CITI Program with a '25th Anniversary' banner. Below the logo are three buttons: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER' (which is underlined, indicating it is the active tab). A blue header bar reads 'CITI - Learner Registration' and shows 'Steps: 1 2 3 4' with '1' highlighted. The main form is titled 'Select Your Organization Affiliation' and contains the following text: 'This option is for persons affiliated with a CITI Program subscriber organization. To find your organization, enter its name in the box below, then pick from the list of choices provided.' A search input field contains 'Pratt', and a dropdown menu shows 'Pratt Institute' and 'Sheppard Pratt Foundation, Inc.' A 'Return to Options' button is at the bottom of the form.

### 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	* Last Name
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
* Email Address	* Verify email address
<input type="text" value="youremail@pratt.edu"/>	<input type="text"/>

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

Verify secondary email address

### 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.*

youremail@pratt.edu

**Verify Institutional email address \***

youremail@pratt.edu

**Highest degree**

...

**Employee Number**

**Department**

**Role in research**

Investigator (PI, Co-Investigator, Sub-Investigator) ▾

### 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

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[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**

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[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 web interface. At the top, two green checkmark icons are displayed with the following text:

- ✓ You are now enrolled in the course(s) you selected.
- ✓ Your registration has been completed successfully.

Below this, there is a dropdown menu labeled "Show Courses for:" with "Pratt Institute" selected and a "▼" icon. To the right of the dropdown is a blue button labeled "Institution List".  

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### Pratt Institute

#### Active Courses

You have no active courses for this Institution.

[Learner Tools](#)

#### Courses Ready to Begin

Pratt Institute

**Human Subjects Research - Special Topic Studio**

Stage 1 - Basic Course

0 / 7 modules completed

[Start Now](#)

[Learner Tools](#)

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