

CITI Program Registration Process

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Register

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1. Choose Register and then “Select Your Organization Affiliation”

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

[Need Help Logging In? Chat With Us](#)
[Status Page](#)

2. Type in “Bradley University” and you will then be provided the Terms of Service and confirm that you are an affiliate of Bradley University. Then click on “Create a CITI Program Account”

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

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.

Bradley University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of Bradley University.

Create a CITI Program account

3. Enter your personal information in the fields:

CITI - Learner Registration - Bradley University

Steps : 1 2 3 4

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* 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

Verify secondary email address

[Continue To Step 3](#)

4. Create your username and password:

CITI - Learner Registration - Bradley University

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 8 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

[Continue To Step 4](#)

5. Answer some additional questions:

CITI - Learner Registration - Bradley University

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.

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

Yes

No

Continue Registration

6. One final question:

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

7. Start will now start filling out your profile:

Profiles

Bradley University

[Home](#) > [Profiles](#) > Institution Profile

Please provide the following information requested by: **Bradley University**

Fields marked with an asterisk (*) are required.

Language Preference

English▼

Institutional email address *

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

8. Choose the courses that you wish to take:

Select the category of training courses that you wish to complete. (click all that apply)

This question is required. Choose all that apply.

- Conflict of Interest Course
- Human Subjects Research (HSR) Courses
- Clinical and Health Privacy Courses
- Responsible Conduct of Research (RCR) Courses
- Undue Foreign Influence: Risks and Mitigations
- COVID-19 Courses

9. Once the process is complete, you will see your name and ID # in the upper right corner of the screen and a welcome message:



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

✔ Your registration has been completed successfully.

Show Courses for:

Bradley University

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

[Learner Tools](#)

You will see additional options below that you can update as needed:

Learner Tools for Bradley University

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

10. You will receive an email to confirm your registration. We recommend that you save this for future reference, as it contains your username and account number. It also contains FAQs that you may find helpful.