Setting up a CITI account
(or, how to log in to the CITI system for the first time):

- **Click www.citiprogram.org.**

- **Then click on the "Register" button on the upper right-hand side of the screen.**

- **Select "Tennessee State University" from the "Participating Institutions" list.** Start typing "Tennessee State" to get the pull-down menu to appear.

- **Agree to the Terms of Service.**

- **Complete the Personal Information section.** Please use your TSU email address as your primary email.

- **Create your Username and Password.** Should you forget your password in the future, the system can reset it for you.

- **Country of Residence.** Enter in your country of residence.

- **You will be asked, "Do you want CME/CEU credits for completing the CITI course**?" Select "**No**".

- **List your institutional email address and your department.** If you are a student, you can indicate your major or list undeclared.

- **List your "Role in Human Subjects Research" from the drop-down list, if applicable.** If not applicable, select 'Institutional Official'.

- **Which Course Do You Plan To Take?** Select "Other".

- **Scroll to the bottom of the page, and click "Continue to Step 7"**

- **Scroll to the bottom of the page and click "Continue to Question 1 at this time"**

- **On the following page, only Question 5 and Question 10 are required to be answered to add the conflict of interest training course.** Select your applicable role in question 5 and then answer question 10. ****Do not answer the other questions**.

- **Submit. Registration complete.**

Accessing the FCOI Course
(after registration):

- **After registration and/or sign-in, you will be taken to your homepage with the heading, Institutional Courses**

- **Click the View Courses box next to Tennessee State University**

- **Under Courses Ready to Begin, you should see a course based on the role you selected in Question 5 during registration** (e.g. Researchers will see- Group 1: Researcher (PI)). **Click 'Start Now'.**

- **Agree to the terms of Service.**

- **On the following page, the Financial Conflicts of Interest course should be listed. **If not, return to your homepage and follow the steps below to add the course**

<div align="center">OR</div>

Adding the FCOI Course
(IF STEPS ABOVE TO ACCESS THE COURSE DO NOT WORK)

- **After registration and/or sign-in, you will be taken to your homepage with the heading, Institutional Courses**

- **Click the View Courses box next to Tennessee State University**

- **Scroll down to the bottom of the page and under "Learner Tools for Tennessee State University", select "Add a Course"**

- **On the "Select Curriculum" page, Go to Question 5 and select your appropriate role. Question 10 also requires an answer to proceed. **Do not answer the other questions.**

- **Scroll down and click Submit**

- **Under Courses Ready to Begin, you should see a course based on the role you selected in Question 5 during registration** (e.g. Researchers will see- Group 1: Researcher (PI)). **Click 'Start Now'. The FCOI course will be included as one of the modules**