There are two ways to log in to CITI. Click the links below for step-by-step instructions.

1) **CITI Program credentials**; or
2) UTC’s **Single Sign On (SSO)** credentials.

If you do not have a UTC ID, you will need to register (create) a new account, which will include creating a CITI username and password.

If you have a UTC ID, log in using your SSO credentials.

If you **DO NOT** have a UTC ID, register with following procedure:

To register a new account, visit [www.citiprogram.org](http://www.citiprogram.org) and click on the “Register” button located at the top right of the page.

The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course.

**Step 1** Choose “University of Tennessee at Chattanooga, The,” agree to the “Terms of Service,” and affirm that you are a UTC affiliate. After selecting your institution, click “Continue to Step 2”.

Training designed for research administration professionals

Get an Introduction to research administration.

View Courses
**Step 2** requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

Ensure that you use an email address that you can access so you can complete the registration process by verifying the email.

At **Step 3** you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password.
Please select a question that is applicable to you and you can comfortably answer for the tech support team.

**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

What’s your mother’s maiden name?

* Security Answer

**Step 4 requests your Country of Residence asks if you want to be contacted about other CITI courses and services.**
Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during Step 5.
This step is where you can also let CITI know your interest in participating in research surveys at a later date.

**Step 6** requests additional information regarding your email address, Department, and role in research. If you are not a faculty/staff/student of UTC, select the Department that you are working with. The rest of the fields are optional.
The questions in Step 7 enroll you in CITI Program courses.

Logging in using Single Sign On Procedure – For Users with UTC ID.

2. Click on the Log In Through My Organization tab and log in using your UTC ID and password.
3. After logging in, Click the View Courses button next to your institution affiliation to begin courses.

4. Scroll down to the Learner Tools box and click “Add a Course”.

Enrolling in Biosafety Courses

1. Scroll down the “Select Curriculum” page to Question #11. Answering questions # 1-10 are optional and will enroll you in additional courses.

2. On Question #11 of the “Select Curriculum” page, select the courses that you wish to take.

   Question 11

   Biosafety/Biosecurity

   Please select the Biosafety/Biosecurity course(s) most appropriate to your research activities.

   - Introduction to Biosafety
   - Basic Biosafety Training
   - Biosafety Retraining
   - OSHA Personal Protective Equipment Training
   - OSHA Bloodborne Pathogens
   - Emergency and Incident Response to Biohazard Spills and Releases
   - NIH Recombinant DNA (rDNA) Guidelines
   - Shipping and Transport of Regulated Biological Materials
   - Nanotechnology
   - USDA Permits
   - Animal Biosafety
   - Dual Use Research of Concern (DURC)
   - Select Agents, Biosecurity and Bioterrorism
   - Human Gene Transfer Trials
   - Biosafety Officer Training
   - Institutional Biosafety Committee Member

3. Questions #12-14 are optional and may be skipped. Answering these questions will enroll you in additional courses.
4. Select "Complete Registration" at the bottom of the questionnaire.

5. You should see the course(s) selected listed in your Course List.

6. Begin a course by clicking on the course name. You will be presented with a list of modules, with a short quiz following each module. All required modules within a course will need to be completed in order to earn a completion certificate. Course progress is automatically saved if you log out of CITI, so you may complete a course at your convenience. A quiz score average of 80% must be maintained to earn the Completion Certificate. Quizzes may be retaken as many times as necessary.

7. Once all required modules are completed, you will be prompted to save or print your Completion Certificate. Please save a copy of this certificate for your own records and notify the ORI of completion.
8. Biosafety Certificates must be renewed annually. You must maintain Biosafety certification for the length of your IBC project. You may renew your Biosafety Certificate by completing a CITI Refresher course or by retaking the original course.

If you have questions about the CITI website, please visit the CITI Learner Support webpage or contact the UTC Office of Research Integrity at (423) 425-5867.