**Instructions for IBC CITI Training**

* Go to **https://www.citiprogram.org/**
* The CITI website will open in a new window (please be sure that popup blockers are disabled, otherwise the window may not open).
* If you do not have a CITI account, please click the register here link to create your account. If you are already registered, login with your credentials. **Please be sure that you enter your UNCG Employee/Student ID number. If you are NOT affiliated with UNCG, please enter 9 zeros (000000000) as your ID number.**
* Once you are logged in, you will see your UNCG page with your information. Click on the add a course or update your learner groups link.
* Under “Getting Started” – click Biosafety and Biosecurity – click Next
* Click “Researcher Biosafety Training” – Click Next
* Once you have made your selections, click the next question button.
* You will see your chosen courses listed under “My Courses”. Please click the enter link beside your first module to begin your training session.
* A page will be brought up with the list of modules required for your first course. You must complete the “Integrity Assurance Statement” before beginning each module. Once you begin your work you are free to complete the work at your own pace, with the ability to log off and return again without losing your completed work.