**Instructions for Blood Borne Pathogens CITI Training**

1. Go to **https://www.citiprogram.org/**
2. The CITI website will open in a new window (please be sure that popup blockers are disabled, otherwise the window may not open).
3. If you are not currently registered in CITI, please click the **“register”** button. UNCG now uses Single Sign-On, so you do not need a separate CITI username and password. If you need to create a new account, you will be asked a series of questions. Select University of North Carolina at Greensboro as the participating institution.
	* **NOTE**: If you are not affiliated with UNCG, please input 9 zeros when asked for your UNCG ID during the CITI registration process
4. If you are already registered with CITI, click "login through my institution", search for University of North Carolina at Greensboro, click on University of North Carolina at Greensboro, and login using your UNCG credentials
5. 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.
6. You will need to take the Blood Borne Pathogens module
7. Once you have made your selections, click the next question button.
8. You will see your chosen courses listed under “My Courses”. Please click the enter link beside your first module to begin your training session.
9. 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.