**Instructions for IBC 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 do not have a CITI account, please click the register here link to create your account. If you need to create a new account, you will be asked a series of questions. **NOTE**: UNCG now uses Single Sign-On, so you do not need a separate CITI username and password.
   * **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, 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.
6. Once logged in, click the “My Courses Tab”, then “View Courses” next to “University of North Carolina at Greensboro Courses”
7. Once on the courses page, click “Add a Course” at the bottom of the page
8. Under “Getting Started” – click Biosafety and Biosecurity – click Next
9. Click “Researcher Biosafety Training” – Click Next
10. Once you have made your selections, click the next question button.
11. You will see your chosen courses listed under “Active Courses”. Please click the enter link beside your first module to begin your training session.
12. 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.