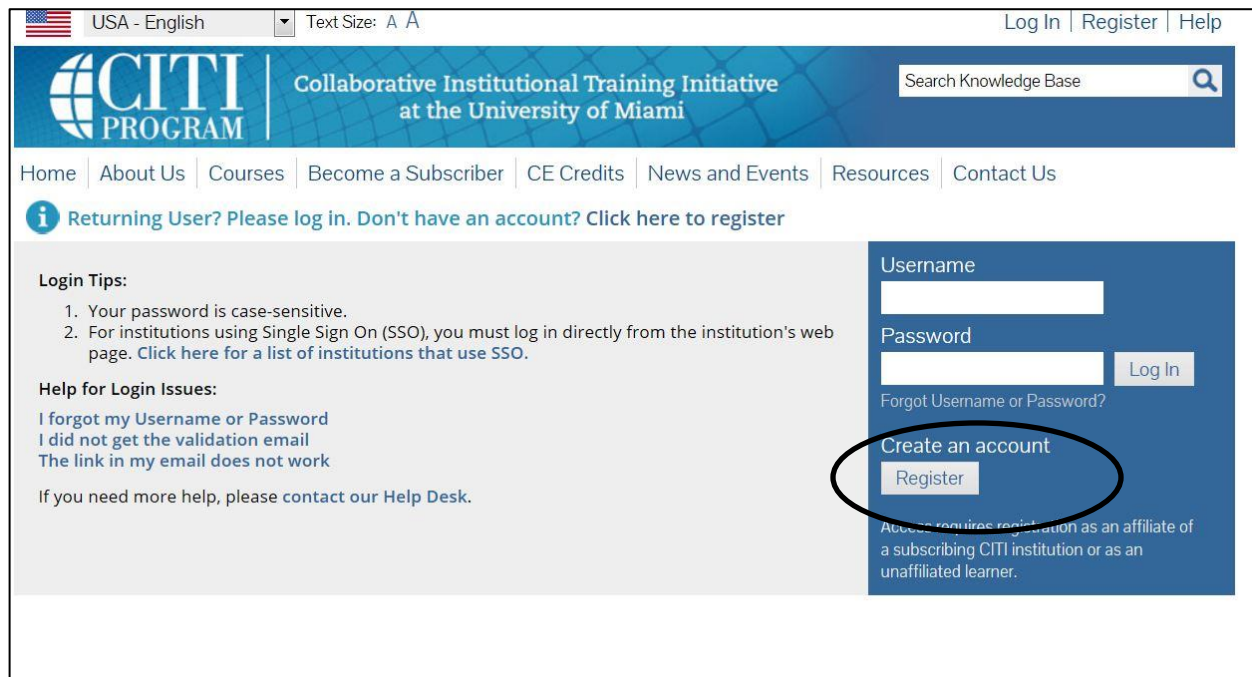
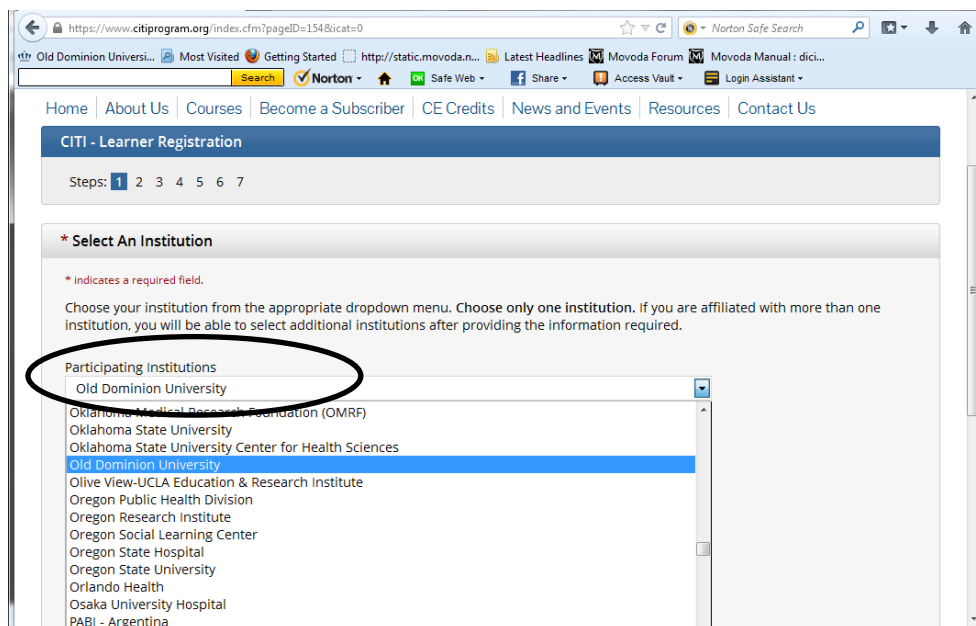


1. Log-in to your CITI account (www.citiprogram.org) or create a new account if you don't have one and affiliate with ODU. If CITI training was completed previously through another institution, just add ODU as an affiliated institution and the Office of Research will be able to access your records.



2. On the following screen, you will be able to select ODU as your institution and begin to create your account details.
 - a. Select Old Dominion University from the drop down list of Participating Institutions. This step ensures that the proper information will be on the certificate you print at the end of the course and that ODU will be able to track your completion.
 - b. On the screens that follow:
 - i. Enter your name
 - ii. Enter your e-mail address (and secondary address, if desired). Make sure this is an address you check on a regular basis.
 - iii. Create a Username and Password
 - iv. Create your Security Question
 - v. Answer demographic questions (optional)
 - vi. Answer "NO" for Continuing Education Units



3. The following screen will prompt you to complete your profile information. The only information required is marked by asterisks. You will need to enter the following:

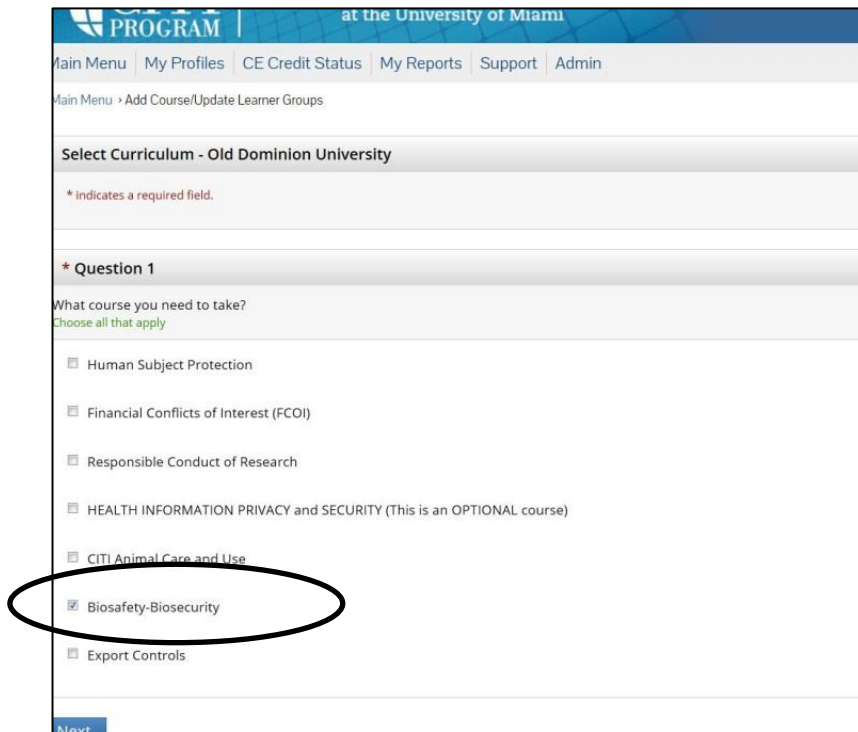
- a. Institutional e-mail address
- b. College
- c. Department
- d. Role in research
- e. UIN (enter 12345678 if you don't have an UIN number)

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=158&icat=3&ac=1>. The page title is "CITI - Learner Registration" and it is part of a 7-step process, with step 6 currently active. The form prompts the user to "Please provide the following information requested by Old Dominion University". It includes several fields: "Language Preference" (dropdown), "* Institutional email address" (text input, marked as required), "Gender" (dropdown), "Highest degree" (dropdown), and "* College" (dropdown, marked as required). A legend indicates that an asterisk (*) denotes a required field.

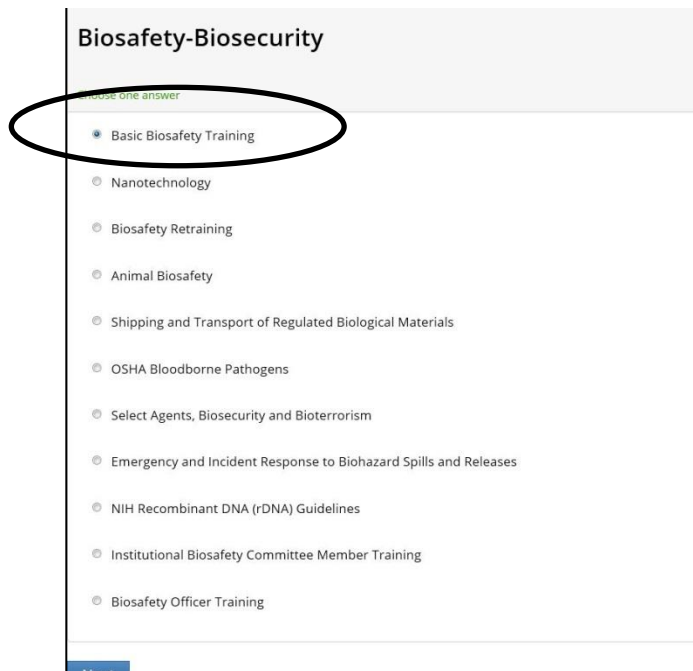
4. Registered users from other universities can just add ODU to their account by clicking "affiliate with another institution"

The screenshot shows the main menu of the CITI PROGRAM website. The header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a search bar labeled "Search Knowledge Base". The main menu items are: "Main Menu", "My Profiles", "CE Credit Status", "My Reports", "Support", and "Admin". Under the "Main Menu" section, there are three options: "CITI - Biosafety Demonstration Course Courses", "Old Dominion University Courses", and "Click here to affiliate with another institution". The last option is circled in red.

5. The next page allows you to select your curriculum. Options for multiple courses exist. You only need to select “Biosafety-Biosecurity” at this time. If at a later date you need to complete one of the other training courses, you can modify your profile by clicking [“Add a course or update your learner groups”](#) for *Old Dominion University* from the main menu.



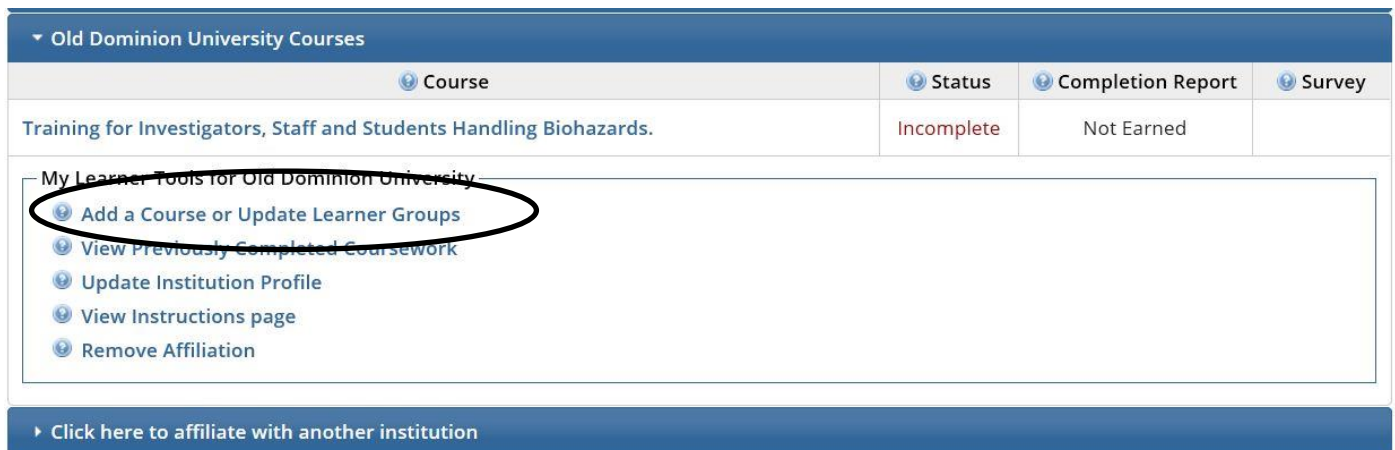
6. You can only add one Biosafety module to your account at a time. All researchers and their personnel must complete the module called “Basic Biosafety Training”. In addition, you must complete all pertinent training modules as related to the project.



- Your final selection screen will ask you if you want to register with another institution. Select “Finalize Registration” and continue.
- You have now been returned to the Main Menu page and your course(s) should be available. To begin the course(s), click on “Old Dominion University Courses” and then click on the Biosafety course you want to enter.



- The Biosafety modules have to be added to your account one at a time. Once you have completed the “Basic Biosafety Training (Training for Investigators, Staff, and Student Handling Biohazards)” module go back to the main menu and click “[Add a course or update your learner groups](#)” for *Old Dominion University*” again and then check “Biosafety-Biosecurity”, then click another module. You can log-in & out of the training at your leisure. You do not have to complete them in one sitting. Once you complete the CITI training, please complete the IBC training record form.



- CITI will automatically send the Office of Research a completion report when each course has been completed and you will be able to print a completion certificate for your records. If CITI training was completed previously through another institution, just add ODU as an affiliated institution and the Office of Research will be able to access your records.