

CITI training instructions for EPA training

If you have any questions at any time during this process, please call URCO at 532-3224.

Go to <https://www.citiprogram.org/>

New Users:

1. Under "Create an account," choose "Register"
2. Select "Kansas State University" for your Organization Affiliation.
3. Enter your name and email address. Use your K-state email as your primary email address. Enter a secondary email address.
4. Create your username and password (not case sensitive), then enter optional demographic information.
5. CITI offers an option for learners to receive Continuing Education credits for a fee. These do not apply to EPA courses, so select no.
6. Fill out all requested information on the next page (contact information, eID, etc.). Under "research role" choose anything – there is no EPA option online yet. Click submit.
7. Next, you will arrive at the Select Curriculum page. Answer Question 8 by checking the box next to the training you need.
8. Checking the box will automatically enroll you into either the Worker Training or Handler Training. If you do not see the appropriate course once you get to your "Main Menu" under "Kansas State University Courses" call URCO, 532-3224.
9. Complete the course. The course is made up of different modules. Prior to the course, CITI will prompt you to answer whether you'd like to complete a pre-course assessment (optional), and an Integrity Assurance Statement (required).
10. If you prefer a visual demonstration of these instructions, see CITI's instructions for New Learner Account Registration:
http://citiprogram.desk.com/customer/portal/articles/163300-how-do-i-enroll-in-a-citi-course-for-the-first-time-?b_id=2337

Previous users (if you have accessed CITI in "demo" mode, or have previously used CITI at another institution)

1. Login with your username and password.
2. Once you reach your Main Menu, select, "Click here to affiliate with another institution," then choose "Kansas State University" for your Organization Affiliation.
3. Follow steps 6 through 10 above.