Find the CITI Program home page: https://about.citiprogram.org/en/homepage/

Click "Register" if you have not done other courses, or "Log in" if you have.

In the "Select Your Organization" box, type Bates College, then click on Bates College as it appears under the box.

Click the "I agree" box, then click on the "I affirm that I am an affiliate of Bates College" checkbox when it appears.

Click on "Continue to Create your CITI Program User Name/Password"

Type in the information required, then click "Continue to Step 3"

Type in the info required then click on "Step 4"

Type in the info then click on "Step 5"

You are not required to have your training count for CEU credits, so click on "No" for that question

Answer the next questions then click on "Continue to Step 6"

Fill in the information – you can call yourself a student researcher undergraduate to answer the "role in research" question. Type in the info then "Continue to Step 7"

In order to complete HIPAA training, click on "Information Privacy Security". If you are also doing research that requires that you be trained for Human Subjects Training and/or Responsible Conduct of Research training and/or Laboratory Animal Training, you can click on these as well. Continue on to Step 8

In Step 8, click on "Information Privacy and Security (IPS) Course – Students

Click "next"

Click "finalize registration"

When you are ready to take the training course, click on "Students"

There are four modules, and you should take them all.

Once you have successfully completed the course, please email your certificate to James Smith at jsmith6@bates.edu