**Getting Set Up in CITI**

The Citi program is located at [www.citiprogram.org](http://www.citiprogram.org/) .

**Step 1:** Select Your Organization Affiliation (type “Hamilton College” in the space provided).

* Click to agree to the Terms of Service
* Click to confirm that you’re affiliated with Hamilton College
* Click “Continue to Create your Username/Password”

**Step 2:** Personal Information: Enter as indicated.

* Click “Continue to Step 3”

**Step 3:** Create User Name and Password: Enter as indicated.

* Select Security Question
* Click “Continue to Step 4”

**Step 4:** Enter Country of Residence

* Click “Continue to Step 5”

**Step 5:** When prompted with the questions:

* “Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?” Answer = No**.**
* Can CITI Program contact you at a later date regarding participation in research surveys? Answer: Student’s choice.
* Can CITI Program contact you at a later with marketing information? Answer: Student’s choice.
* Click “Continue to Step 6”

**Step 6:** Information requested by Hamilton College. Enter as indicated.

* Language Preference: English is the only option
* Institutional Email Address: Enter your Hamilton College e-mail.
* Department: The department of the course for which you’re taking CITI or the department of your major (this is not critical information, but needs to be included).
* Role in Research: Select the most appropriate response. For most students, the response will be “Student Researcher – Undergraduate”

*Note: All other responses are optional.*

* Click “Continue to Step 7”

**Step 7:** Select Your Curriculum

* Question 1: Choose the courses you wish to take

*Note: You can add/delete courses later*

* Question 2 – 5: These are option and can be also be added later
* Click“Complete Registration.”
* Click “Finalize Registration.”