



**Karolinska
Institutet**

CITI program guide

Step 1 – Register and create account

1. Visit the CITI program website <https://about.citiprogram.org/>

The screenshot shows the homepage of the CITI Program website. At the top left is the CITI PROGRAM logo with a '25th Anniversary' banner. The navigation menu includes 'Solutions', 'Catalog', 'Organizations', 'Individuals', 'About', and 'Job Board'. On the right, there are links for 'Support', 'FAQ', and 'Contact Us', along with a search icon and two buttons: 'Register' (circled in red) and 'Log In'. Below the navigation is a banner for 'New DOE SBIR-STTR Funding Series'. The main content area features the headline 'The Trusted Standard in Research, Ethics, Compliance, and Safety Training' and a paragraph describing the program's mission. At the bottom, there are two buttons: 'Demo a Course' and 'Benefits for Organizations'. The background of the lower half of the page is a photograph of a modern building with a large cross-shaped graphic overlaid on it.

Step 1 – Register and create account



English ▾

LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER

2. Select your Organization Affiliation

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

[Need Help Logging In? Chat With Us](#)
[Status Page](#)

Step 1 – Register and create account

3. Choose Karolinska Institutet



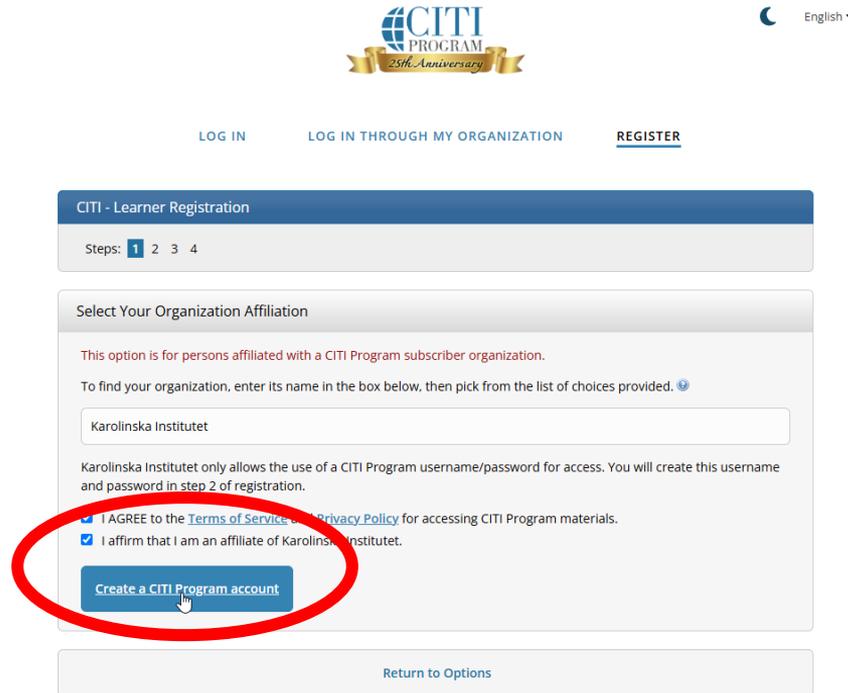
The screenshot shows the CITI Program registration interface. At the top, there is a logo for the CITI Program 25th Anniversary and a language dropdown set to English. Below the navigation links (LOG IN, LOG IN THROUGH MY ORGANIZATION, REGISTER), the registration progress is shown as 'CITI - Learner Registration' with steps 1, 2, 3, and 4, where step 1 is active. The main section is titled 'Select Your Organization Affiliation' and includes instructions for users affiliated with a CITI Program subscriber organization. A search box contains the text 'Karo', and a dropdown menu is open, showing 'Karolinska Institutet' as the selected option, which is highlighted in blue and circled in red. A 'Return to Options' button is located at the bottom of the selection area.

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[Status Page](#)

Step 1 – Register and create account

4. Create a CITI Program account



The screenshot shows the 'CITI - Learner Registration' page. At the top right, there is a logo for 'CITI PROGRAM 25th Anniversary' and a language dropdown set to 'English'. Below the logo are three navigation links: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER' (which is underlined). The main content area is titled 'CITI - Learner Registration' and shows a progress indicator with steps 1, 2, 3, and 4, where step 1 is highlighted. The current step is 'Select Your Organization Affiliation'. It includes instructions for persons affiliated with a CITI Program subscriber organization and a search box containing 'Karolinska Institutet'. Below the search box, there are two checked checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Karolinska Institutet.'. A blue button labeled 'Create a CITI Program account' is circled in red. At the bottom of the form is a 'Return to Options' link.

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[Need Help Logging In?](#) [Chat With Us](#)
[Status Page](#)

Step 1 – Register and create account



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration - Karolinska Institutet

Steps: 1 2 3 4

Personal Information

* indicates a required field

* First Name xxxx	* Last Name xxxx
* Email Address xxxx.xxxx@ki.se	* Verify email address xxxx.xxxx@ki.se

We urge you to provide a secondary email address if possible. In case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address <input type="text"/>	Verify secondary email address <input type="text"/>
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[Continue To Step 3](#)

5. Provide your personal information

Step 1 – Register and create account

6. Select your User Name and Password

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration - Karolinska Institutet

Steps: 1 2 **3** 4

Create your Username and Password

* indicates a required field

Your user name should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of your completion report.

* User Name

Your password should consist of 12 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd"

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Continue To Step 4

Step 1 – Register and create account



LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER

CITI - Learner Registration - Karolinska Institutet

Steps: 1 2 3 4

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

Connect your ORCID iD

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

Yes

No

Continue Registration

7. Connect your ORCID iD (optional)

Step 1 – Register and create account

Your CE Credit Status

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.

[Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

No Yes

Submit

Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

- Click on "Courses" tab at top left of this page and click "View Courses" for your institution.
- Scroll down to "Active Courses" and/or "Completed Courses" section, as applicable.
- Click on the "Apply Now" or "Claim Now" link posted in your course box(es) at top-right corner next to a "CE" badge.

Your CE certificate(s) will be posted on this page after purchasing or claiming them.

8. Submit your registration application.

Step 2 – Log in

Enter your username and password and press Log In.

CITI PROGRAM

English ▾

[LOG IN](#) [LOG IN THROUGH MY ORGANIZATION](#) [REGISTER](#)

Forgot?

.....

Forgot?

Log In

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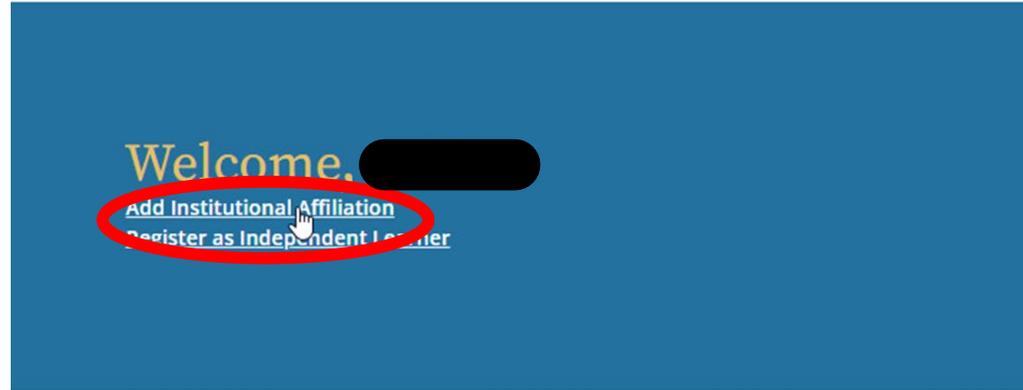
Need Help? [Support Center](#)
[Status Page](#)

We use cookies and other tracking technologies to recognize your repeat visits and preferences, as well as to analyze traffic and measure the effectiveness of communications. To learn more, review our [Cookie FAQ](#). By using our Sites, you consent to the use of these technologies.

Step 3 – Add Institutional affiliation

You can also add Institutional Affiliation when you log in.

This applies if you have previously created a CITI Program account with another institution and need to take courses under the KI Institutional Affiliation.



Step 4 – Find your organization

Type Karolinska Institutet in the search field and add it as your affiliation.



[My Courses](#) [My Records](#) [My CEs](#) [Support](#)



Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

If your organization is using Single Sign-On, please find it [here](#).

Karoi
Karolinska Institutet

Step 5 – View the institutional courses

Once you have completed the affiliation with Karolinska Institutet you can view the institutional courses.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Karolinska Institutet

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

[View Courses](#)

[Add Affiliation](#)

[Remove Affiliation](#)

Step 6 – Add more courses

You can add more courses by scrolling down to the bottom of the page.

Learner Tools for Karolinska Institutet

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Add Conflict of Interest course (COI)

After pressing the “add course” link you will need to answer some questions.

To add the COI course answer select Conflict of Interest in Question 2.

Learner Tools for Karolinska Institutet

- [Add a Course](#)
- [Remove a Course](#)

Question 2

Conflicts of Interest

Please make your selection below to enroll in the Conflicts of Interest course.

This question is required. Choose one answer.

Conflicts of Interest

Not at this time

Mandatory courses

- The Conflicts of Interest course is mandatory for all PIs and key personnel who are receiving NIH federal funding.
- The required courses depend on the specific US federal funding agency and the design of the research project.



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