

## GUIDANCE – CITI Training Registration – Affliate\Non-Affiliate

- 1. Navigate to <a href="https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English&region=1">https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English&region=1</a>
- 2. Click Register
- 3. Under Select Your Organization Affiliation choose:
  - a. West Virginia University SSO if you are a WVU employee or student (requires WVU Issued Username and Password)
  - b. West Virginia University if you are a non-affiliate of WVU
- 4. Click I agree checkbox
- 5. Click I affirm checkbox
- 6. Choose which blue-button applies to your registration:
  - a. Continue to Create Your CITI Program Username/Password (this is for non-affiliates)
  - b. Continue to SSO Login/Instructions
- 7. Complete the prompted steps to complete registration based on your choice in Step 6 above.

\*Please note you should **not** be prompted to pay for CITI Training with either of these choices.