Step 1: Access the CITI website link at: https://www.citiprogram.org/

Step 2: Create an account by clicking "Register" in the top right-hand corner of the webpage:

Step 3: Select **Texas A&M University-Commerce (SSO)** as your **Organization Affiliation**

Step 4: Agree to the terms of service and affiliation & click on Log in with Texas A&M University-Commerce. This will take you to the initial page that says "Associate your SSO account with a CITI Program Account.

Step 5: Click on "I don't have a CITI Program account and I need to create one". This will allow you to create your account.

Step 6: Click on Institutional courses and select Add a course.

Step 7: Go to Question 1 Responsible Conduct of Research and click on either Biomedical or Physical science depending on your research.

Step 8: Select "no thank you" for questions 2 & 3

Step 9: Go to Question 4 and click on Introduction to Biosafety Groups & Basic Biosafety Groups for Investigators, Staff and Students Handling Biohazards and click on the Submit button at the bottom of the page. This will take you to the courses that you need to complete.