

# Registration in CITI Program – Conflicts of Interest Course

## Registering for CITI Conflicts of Interest Course – Instructions for Investigators not yet registered on CITI website

- Go to <https://www.citiprogram.org/>.
- Click on **Register**.
- Type **Incarname** into the box for **Organizational Affiliation** and choose **University of the Incarnate Word** from the drop down list, check the box to agree to the Terms of Service, and select **Continue to Step 2**.
- Enter your first and last name and your UIW email address and select **Continue to Step 3**.  

Note: If you would like to enter a personal or work email address as a secondary address, please do so, but keep the primary address as your UIW address
- Choose a username and password for your account, select a security question and answer for your account, and select **Continue to Step 4**.
- Answer the demographic questions and select **Continue to Step 5**.
- If your profession requires Continuing Education Units (CEUs), you can enroll to learn information on applying CITI training toward your CEU requirement. If not, select no. Additionally, there is an option to participate in CITI Program surveys in the future. Once you have selected the options right for you, select **Continue to Step 6**.
- This information is specific to UIW users. Provide the appropriate responses and select **Continue to Step 7**.
- **To enroll in the Conflicts of Interest course:** Select **Conflicts of Interest COI** course, then click **Next**.

## Your Courses

From the **Main Menu**, you should be able to see your course listed. Select your course to begin.

- Your certification is active for four years
- You must get an 85% or greater score to pass
- You can re-take courses again to improve your scores – just make sure to do so before you complete the entire training program

## For Assistance

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