Instructions for First Time CITI Program Registration:

Go to CITI Program: https://about.citiprogram.org/en/homepage/

Select the “Register” button on the upper right portion of the home page.

Registration consists of 7 simple steps that collects basic account information and allows the learner to enroll in the courses offered by their organization.

**Step 1:** Choose a participating organization from the search box.

UCAR users type: University Corporation for Atmospheric Research.

**Step 2:** Enter your first and last name along with your UCAR email address.

While not required, we do encourage entering a secondary email address. It will assist in the recovery of your account if you forget your username or password.

**Step 3:** You will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

**Step 4:** Enter your country of residence.

**Step 5:** Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits. This is Optional: Select Yes or No depending on your preference.

**Step 6:** This is organization specific. Any questions regarding the fields on this page should be directed to your organization's CITI Program administrator; Toni Wallace, twallace@ucar.edu.

**Step 7:** Select your CITI Program group. There are two options available; RCR or HSR training. *IMPORTANT: The group titles are set up based on the organization’s specifications.*

**RCR Training:**
You will select one of the three options listed below for RCR training:
1. Undergraduate;
2. Graduate; or
3. Postdoctoral Researcher

**HSR Training:**
You will select the HSR option and follow course instructions.
Please read each specification carefully to ensure you are enrolled in the correct group.

After selecting your courses, click on **Finalize Registration**. Once finalized, your registration is complete. You will now be able to access the Main Menu of your account. Click on the course name to begin the course.

For UCAR internal support, please contact Toni Wallace, twallace@ucar.edu.

For further registration assistance, you may want to review **Guide to CITI Navigation**.

**Additional CITI Contact Information:**

- Email: support@citiprogram.org
- Phone (U.S. Toll Free): 888.529.5929
- Phone (International): +1 305.907.3100

**CITI Program - Hours of Operation & Phone Support:**
Monday through Friday: 8:30 a.m. to 7:30 p.m.
U.S. Eastern Time (EST/EDT)

[More Info](#)