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2. If you have previously registered for CITI training, sign in using your username and password. If you do not remember your username and/or password, click on the [Forgot login information](#) link and follow the instructions. Once you are signed in, skip to Step 6 below.
 3. If you have not previously registered for CITI training, click  **New Users** [Register Here](#)
 4. On the [Complete Registration Steps](#) page, complete the following questions:
 - Section 1: Select **Valdosta State University** as the participating institution. Leave the other fields blank.
 - Section 2: Create your Username and Password.
 - Section 3: Select a security question and create your answer.
 - Section 4: Enter your name.
 - Section 5: Enter your VSU email address. You may also enter an alternate email address.
 - Section 6: Select “No” regarding CME credits.
 - Section 7: Select an answer regarding course survey.

8. On the [Main Menu](#) page, you will see a listing of the courses to which you have subscribed that looks like the following:

You have enrolled in the following courses:

 My Courses	Status	Completion Reports	CE Credit Status	 Voluntary Satisfaction Survey
Conflicts of Interest, Stage 1	Not Started - Enter	Not Earned	Register for CE Credits	Please Complete Now

For the Conflicts of Interest training required for institutional submission of a sponsored project proposal and/or institutional acceptance of a sponsored project award, click [Enter](#) under **Status** next to the **Conflicts of Interest, Stage 1** entry.

9. On the **Gradebook – Required Modules** page, click on [The Integrity Assurance Statement](#), read it, and signify compliance before beginning the modules. Click Submit.
10. Complete all three Conflicts of Interest modules.
- (Special Note: [A minimum score of 80% on each module is required. If you have not attained this score, please review the module again and retake the quiz until you have scored at least 80%.](#))*
11. To print a completion certificate, return to the [Main Menu](#) (click on the [Go to the Main Menu](#) link at the bottom of the Quiz Results page in the last module).
12. Click **Print** under **Completion Reports** for the **Conflicts of Interest, Stage 1** course.
13. To complete other courses (such as Responsible Conduct of Research) to which you have subscribed, return to the [Main Menu](#) and select another course.
14. To subscribe to other research ethics courses or to complete optional modules at a later date, sign on to CITI. On the [Main Menu](#), select  [Add a course or update your learner groups for Valdosta State University](#). Select the course you wish to add.
15. To view and/or print a copy of all the modules you have completed, go to the [Main Menu](#) and click on  [Previous Coursework completed](#). You may also save this page as a .pdf file or cut and paste the contents into a Word document.

