

BIOSAFETY TRAINING

CITI Program Registration Instructions for NON-UA Personnel

- Please note that CITI biosafety coursework and other lab safety assignments through Skillsoft are **separate assignments**.
- You will need to register with the CITI program to initiate training.
- You will need to initiate the CITI coursework aided by the instructions below.

Biosafety Required Coursework:

Investigators, Students, and Staff

- **Research Biosafety: Handling Biohazardous Materials (Renewal every 3 years)**

PI, senior research staff, **and** administrators that are responsible for shipping of biological materials.

- **Shipping and Transport of Biological Materials (Renewal every 2 years)**

Supplemental courses that are not included in the required training but may be necessary for your research:

- Animal Biosafety
- Dual Use Research of Concern

Registration for Non-UA personnel:

1. Go to [CITI Program website](#); Select 'REGISTER'
2. 'Select your organization affiliation'

CITI PROGRAM Solutions Courses Organizations Individuals About Job Board Register Log In Support FAQ Contact Us

New Course and Series Available on Fraud, Waste, and Abuse

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation Independent Learner Registration

This option is for persons affiliated with a CITI Program subscriber organization.

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

3. Select 'University of Alabama' *(Do not select 'University of Alabama (SSO)'; That affiliation is for personnel with UA log-in credentials).*
4. Agree to terms; affirm that you are an affiliate of UA.
5. Click 'Create a CITI Program account'

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

University of Alabama

University of Alabama allows the use of Single Sign On (SSO) or a CITI Program username/password for access.

Single Sign On (SSO) requires a username and password issued by University of Alabama.

I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.

I affirm that I am an affiliate of University of Alabama.

Log In with University of Alabama or Create a CITI Program account

6. Register using a preferred email.
7. Select a (username) and password.
8. Provide a security question and answer.
9. In step 4, the 'Connect your ORCID iD to your CITI Program account' is **NOT required**. You may ignore it.
10. Select your country of residence.
11. Answer the contact question.
12. Click Finalize Registration.

'Your CE Credit Status'

13. Select 'Yes' to receive CE credits.
14. Select any of the credit types in the 2nd section.

15. Click 'SUBMIT'. You are now registered.
16. Affiliate with an Institution.
17. Complete the required fields.
18. Select 'Next' and add curriculum (below).

To Add New Courses:

1. Click "View Courses" next to UA to add new courses.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Alabama



View Courses

2. At the bottom of the page, under "Learner Tools for University of Alabama," select "Add a Course."

Learner Tools for University of Alabama

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)



3. Complete the Enrollment Questionnaire.
Under Question 7, select:
Research Biosafety: Handling Biohazardous Materials

Question 7

Biosafety/Biosecurity

Please select the course(s) that you need to complete.

- Institutional Biosafety Committee Member Course
- Research Biosafety: Handling Biohazardous Materials
- Shipping and Transport Biological Materials



For more information on the required training, contact the [Biological Safety Program](#) at 205-348-5941.