**Step-by-Step Instructions – CITI Biosafety Training**

**How To Register:**

1. From the homepage ([CITI](https://www.citiprogram.org/?pageID=668)), click the REGISTER on the upper right portion of the screen.



1. Choose a participating organization from the search box. Please select “Central Michigan University”.



1. Read and agree to the Terms of Service and check “I affirm that I am an affiliate of Central Michigan University”.



1. Click “Create a CITI Program account”, and input you first name, last name, and CMU email address,



1. Click “continue To Step 3”, choose a username and password for your account, and follow the on screen instructions. NOTE: passwords are case sensitive.

You will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password.



1. Complete the remaining steps to complete new user registration.

**How to Select Biosafety Training:**

1. On your Main Menu, select “Add a Course” under “Learner Tools for Central Michigan University”.



1. Select Biosafety/Biosecurity and click Next.



1. Select appropriate Biosafety/Biosecurity training.



1. Complete the remaining steps to complete biosafety training selection.