

## How to set up your CITI account

20. Click "Continue to Step 7."
21. In the course selection list, check the areas of training you need to add.
22. Click "Next" at the bottom . Depending on your choices, there might be follow-up questions. The last step is to click the "Finalize Registration" box. After all steps are completed, you will return to your list of courses.

*If you already have a CITI account:*

23. Log in to your CITI account.
24. Click "My Courses" along the top menu.
25. Next to "Kennesaw State University" click "View Courses." *If you do not have KSU in your Institutional Courses list, click the "Add Institution" button, then search for and select "Kennesaw State University" in the box on the following webpage. Click the box to "Add Institution" then click the box to affirm that you are an affiliate of KSU. Click "Yes," then follow steps 6-22 above.*
26. Either click "Learner Tools" at the top of the page or click "Learner Tools" at the top of the page.