19. Click the drop-down box for "Which course do you plan to take first?" and select   r at
     r va y & S ur ty. You can add courses as needed after you have created your profile.

20. Click "   t u t St   "

21. In the course selection list, check the box next to "   r at   r va y & S ur ty ra   ." You
    may also select any additional courses you need at this time.

22. Click "   xt" at the bottom. You will see a series of follow-up questions (shown below). Select the
    appropriate courses based on your role and training needs.

23. Click "   xt" at the bottom of each question page. If you have chosen any other course additions,
    you may see additional follow up questions. The last step is to click the "   a z   strat   " box.
    After all steps are completed, you will return to your list of courses.

If you already have a CITI account:

24. Log in to your CITI account.

25. Click " y   urs s" along the top menu.

26. Next to "Kennesaw State University" click "V w   urs s." *If you do not have KSU in your
    Institutional Courses list, click the " dd ffilia i n" button, then search for and select " enne a
     a e Uni e i " in the box on the following webpage. Click the box to " g ee   he e m f
     e ice" then click the box to affirm that you are an affiliate of KSU. Click "   n in e," then follow
    steps 6-23 above.*

27. Either click " ar r   s" at the top of the course list or scroll to the bottom of the page.

28. Within the "Learner Tools" box, click "A   a   urs ."

29. In the course selection list, check the box next to "   r at   r va y & S ur ty ra   ." You
    may also select any additional courses you need at this time.

30. Click "   xt" at the bottom. You will see a series of follow-up questions (shown below). Select the
    appropriate courses

31. Click "   xt" at the bottom of each question page. If you have chosen any other course additions,
    you may see additional follow up questions. After the questionnaire is complete you will return to
    your list of courses.

      O   A O   VA Y & S U   Y
Please make the appropriate selection if you work with Personally Identifiable Information and/or

- o   HIPAA Compliance Training for KSU Employees
- o   HIPAA Compliance Training for non-KSU Personnel
- oo   Not at this ti72 Tm0 -12(t)6(i72 TmßTCEM /Span AMD 5/Lang (en-US)ßBDC q0S)ßBDC q0S