**CITI FCOI training directions for WSU affiliates and sub-awardees**

**Step 1: Register**

* Go to the CITI Program website: <https://about.citiprogram.org/>
* To select your organization affiliation, enter Washington State University.  This ensures that your certificate of completion will be viewable to the WSU Sub-Award office.
* Review and agree to the Terms of Service.
* Click “Continue.”

**Step 2: Personal information**

* Enter your first and last name.
* Enter and verify your WSU email address. If you are not a WSU faculty, staff, or student, enter your non-WSU email address.
* Enter and verify a second email address.
* Click “Continue.”

**Step 3: Create your username and password**

* Create a username. Must be 4-50 characters, NOT case sensitive.
* Create a password. Must be 8-50 characters, IS case sensitive.
* Choose a security question and provide an answer that you will remember.
* Click “Continue.”

**Step 4: Country of residence**

* Select your country of residence.
* Click “Continue.”

**Step 5: Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

* CEU registration is not required for WSU course training. Select “No.”
* Click “Continue.”

**Step 6: Additional Information Requested by WSU**

* When prompted to enter your WSU ID number, enter a random 8-digit number instead (WE RECOMMEND 1+your phone number)

**Step 7: Take the FCOI Training**

**Step 8: Send the FCOI Training Completion Certificate to your WSU award administrator or to** **orso@wsu.edu** **with the subject line: FCOI Certificates for sub award: XXXXXXXXX**