

Instructions for Completing CITI Training (Never Taken Before)

Click on the "Register Here" link.

Under the Institution selection, scroll to "West Virginia University" under "Participating Institutions"

Create a Username and Password (using your GroupWise username will allow us to keep better track of your training).

Enter your name.

Enter your E-Mail address

Click "Submit"

Select the courses you need to take.

Click "Submit"

Click "No". This will take you back to the Main Menu.

Under the course listing click on the word "Enter"

Now you are ready to work through the modules. CITI saves your progress after you complete each module quiz, so you can log out and log in multiple times to complete your training. You do not have to complete the training in one sitting.

If you do complete the training at one time, it will take approximately 3 hours.