Mandatory Training Through CITI for New Employees

- Go to https://www.citiprogram.org and click on the "Register" button.

  Note: If you already have a CITI account from another institution, do not register a new account. Instead, log in to CITI, then link your existing account to the Minneapolis VA. For assistance, see CITI help at https://support.citiprogram.org/s/article/how-to-add-change-your-affiliated-institution-or-transfer-completions

- Step 2: Select your Organization Affiliation. Under "*Search for Organization*" enter: *VA Minneapolis, MN-618* and select.

- Steps 3 -7 will collect information to register your account and place you in the correct course based on your institutional settings.

- The questions in Step 7 enroll you in CITI Program courses. These questions are set up based on the institutional specific courses. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

After selecting your courses click on Finalize Registration.

Your Learner account registration is complete. You will now be able to access the Main Menu of your account.

Click on the course name to begin the course. If you need to change your course registration, click on "Add a Course or Update Learner Group".

Remember you do not need to take all modules in one sitting. You are encouraged to complete the course in multiple login sessions.

- If you forget your username or password, you can retrieve them via email using links on the home page.

- If that approach is unsuccessful, you can call the CITI help desk at 305-243-7970.