1. Click the following link to login using your ASURITE: **ASU CITI Courses**

   ![If you find yourself at CITI's default login page, make sure you click “LOGIN THROUGH MY INSTITUTION” and select Arizona State University so that your profile will be linked to ASU.]

2. **Returning Users:** After logging in, scroll to find the “Learner Tools for Arizona State University” box and click **Add a Course.**

   **First-Time Users:** After logging into CITI using your ASURITE, you will be given 2 options:
   - “I don’t have a CITI Program account and I need to create one.” – Use this option to create a new CITI account. CITI will email you a confirmation. ...
     - click **Create A New CITI Program Account.**
   - “I already have a CITI Program account.” – Use this option if you have taken CITI trainings at your previous institution and wish to transfer your trainings to your new ASU-linked CITI account. ...
     - enter your previous CITI login credentials, click **Log In,** and follow instructions.

   ![Depending on where CITI directs you to after completing “first-time users” steps, you can always click My Courses, View Courses, scroll to find the “Learner Tools for Arizona State University” box, and click Add a Course.]

3. Scroll to find training categories. **Checkmark** the category (or categories) of training courses you need to take. Select all that apply and click **Next.**

   ![Some course areas may require additional details – checkmark and click Next as needed.]

4. Scroll to find “Courses Ready to Begin” to confirm enrollment and to start.

   **Helpful Hints:** If you lose your place in CITI, you can always click My Courses, View Courses, scroll to find the “Learner Tools for Arizona State University” box, and click **Add a Course** for enrollment.

   Training records, including certificates of completion, can be found by clicking **My Records.**