

## Registration Guide for CITI Program

### Step 1:

1. Go to [CITI Program](#)
2. Click on **Log in Through My Institution**
3. Search for **Hong Kong Baptist University**



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)



Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

Click on the organization name for SSO login instructions.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

[Grand Valley State University](#)

[Guardian Research Network](#)

[Harvard University](#)

[Hong Kong Baptist University](#)

[Houston Methodist Research Institute](#)

[Humboldt State University-Sponsored Programs Foundation](#)

[Icahn School of Medicine at Mount Sinai](#)

[Illinois Institute of Technology](#)

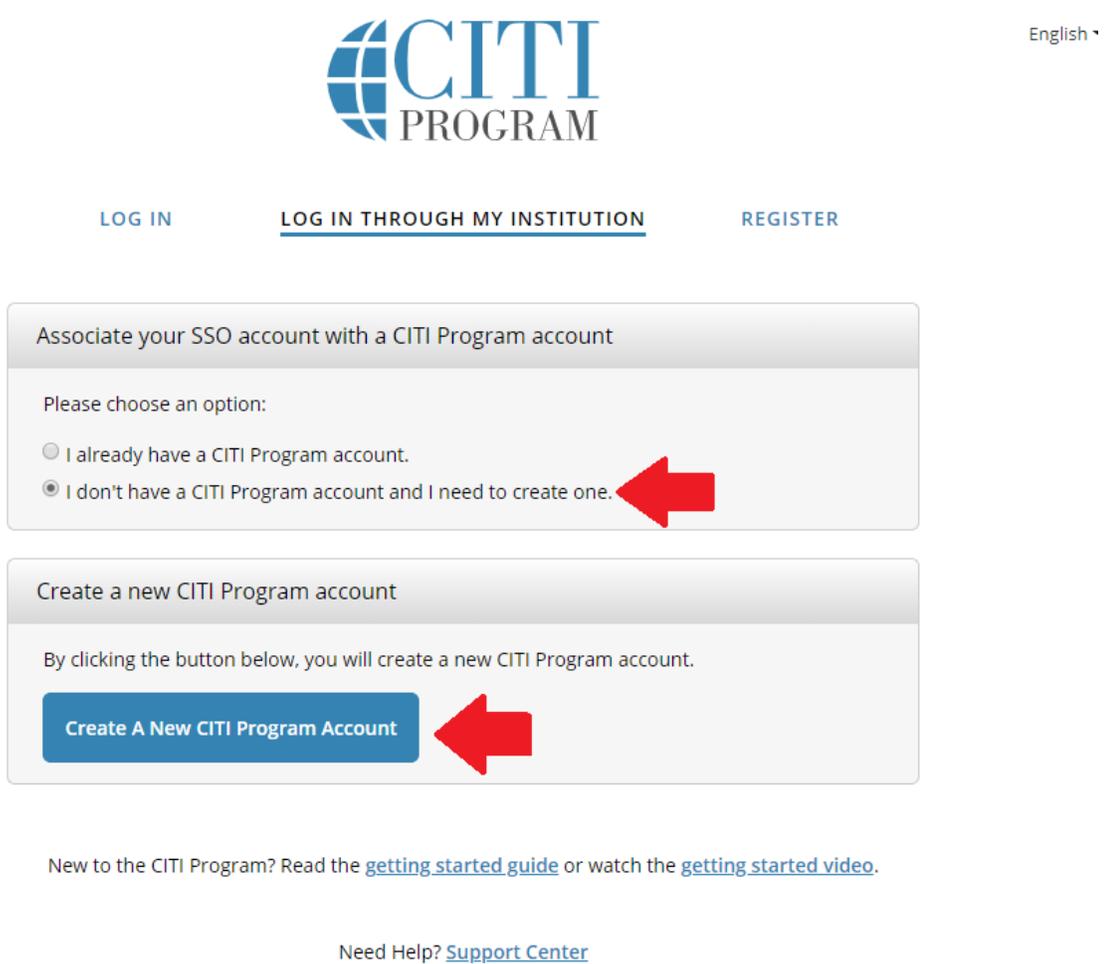
[Indiana Institute of Technology](#)



## Registration Guide for CITI Program

### Step 2:

1. Choose **I don't have a CITI Program account and I need to create one.**
2. Click on **Create A New CITI Program Account**



The screenshot shows the CITI Program registration interface. At the top, the CITI PROGRAM logo is displayed on the left, and the language is set to English on the right. Below the logo are three navigation links: LOG IN, LOG IN THROUGH MY INSTITUTION (which is underlined), and REGISTER. The main content area is divided into two sections. The first section, titled 'Associate your SSO account with a CITI Program account', asks the user to choose an option. Two radio buttons are present: 'I already have a CITI Program account.' and 'I don't have a CITI Program account and I need to create one.' A red arrow points to the second option. The second section, titled 'Create a new CITI Program account', informs the user that clicking the button below will create a new account. A blue button labeled 'Create A New CITI Program Account' is shown, with a red arrow pointing to it. At the bottom of the form, there is a link to the 'getting started guide' and a link to the 'getting started video'. A 'Need Help? Support Center' link is also present.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)

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## Registration Guide for CITI Program

### Step 3:

1. Sign into CITI via your HKBU Single Sign On ID (SSOid) and password

香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

### Signing in to CITIProgram SSO Service

If you are on campus **and** your computer has already been signed in using SSOid, click "Continue" to proceed >>

Remember setting **CONTINUE**

OR

Otherwise, please sign in here >>

SSOid

 | \_\_\_\_\_

(please exclude @hkbu.edu.hk / @life.hkbu.edu.hk)

Password

▼ Advanced

[Forgot Password](#)  
[Change Password](#) **SIGN IN**

## Registration Guide for CITI Program

### Step 4:

1. Upon successful log in, you should see your name on the top right hand corner
2. Click on **View Courses**
3. Click on **Add a Course**

English ▾

**CITI**  
PROGRAM

Courses Records CE/CMEs Support

0 Courses Completed

1 Day of Membership

Welcome,  
[Add Institutional Affiliation](#)  
[Register as Independent Learner](#)

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Hong Kong Baptist University

View Courses

Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation



## Registration Guide for CITI Program

### Step 5:

1. Click on **Add a Course**

### Hong Kong Baptist University



You are not enrolled in any courses for this institution.

[Add a Course](#)

#### Learner Tools for Hong Kong Baptist University

- [Add a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)

## Registration Guide for CITI Program

### Step 6:

1. Choose the \*Faculty or Department that your programme belongs to
  - a. For DBA students, please choose **School of Business**
  - b. For EdD students, please choose **Department of Education Studies**
2. Click on **Submit**

# Select Curriculum

Hong Kong Baptist University

## Question 1

### Learner Group

Please make your selection below to receive the courses

- Faculty of Arts
- Academy of Visual Arts
- School of Business
- School of Communication
- Department of Biology
- Department of Chemistry
- Department of Computer Science
- Department of Mathematics
- Department of Physics
- School of Chinese Medicine
- Department of Education Studies
- Department of Geography
- Department of Government and International Studies
- Department of History
- Department of Sociology
- Department of Social Work
- Department of Sport and Physical Education

Submit



## Registration Guide for CITI Program

*\*Make sure you choose the correct one because the course content of each Faculty and Department is different. If you have added a wrong course, you should **Remove a Course** and repeat **Step 5 and 6**.*

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### Hong Kong Baptist University

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#### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

#### Courses Ready to Begin

[Learner Tools](#)

Hong Kong Baptist University  
School of Business  
Stage 1 - Basic Course

0 / 12 modules completed

[Start Now](#)

#### Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

#### Learner Tools for Hong Kong Baptist University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)



## Registration Guide for CITI Program

### Step 7:

1. You should see the course you added now. Click on **Start Now** to begin.

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## Hong Kong Baptist University

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### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

Hong Kong Baptist University  
School of Business  
Stage 1 - Basic Course

0 / 12 modules completed

[Start Now](#)



### Completed Courses

[Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

#### Learner Tools for Hong Kong Baptist University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [Remove Affiliation](#)