

## NEW ACCOUNTS

1. Please go to this link to get started: <https://about.citiprogram.org>
2. On the top right corner of the homepage, you will find a “Register” button. Click Register to begin.
3. Create your own account by selecting Georgia Aquarium as your Organization Affiliation and then provide the necessary information to complete your account.
4. If you already have a CITI account with another organization, you can add an affiliation to your account and any completed cross-referenced coursework should populate once you add Georgia Aquarium as an affiliation in your profile.
5. Once you have registered, your home screen should show you categories to choose at the top of your page.
  - a. Select “Courses” and it should take you to a page that says, “Institutional Courses”.
  - b. Next, select “View Courses” next to Georgia Aquarium and select “Add a Course” from the Learner Tools section.
  - c. We’ve broken down the necessary coursework by role, so you would choose your correct role here.
6. You can work on your modules at your discretion.
7. If you would like to take any of the other courses offered to you through Georgia Aquarium, there is also an option at the bottom to “view all optional courses”. You are free to complete any of those classes as well, and you may find some of them to be beneficial.

## EXISTING ACCOUNTS – ADD INSTITUTION AFFILIATION

1. Please go to this link to get started: <https://about.citiprogram.org>
2. Sign in to your CITI Program account.
2. On the Courses page or your homepage, find the option to manage your affiliations. Look for a link or button that says Add Institutional Affiliation.
3. Use the search box to type in “Georgia Aquarium”.
4. Choose the correct institution from the list provided and confirm your selection.
5. You will be prompted to answer any member information questions required by the new institution for affiliation purposes.
6. Enroll in the listed required course(s).