ENVIRONMENTAL HEALTH & SAFETY UNIVERSITY of WASHINGTON

WORKPLACE ERGONOMICS ONLINE COURSE INSTRUCTIONS

The <u>Workplace Ergonomics</u> course, provided by University of Washington Environmental Health & Safety, teaches basics of ergonomics as well as specific information for office and computer, laboratory, and animal handling ergonomics. This online course is hosted on a training vendor's website. Personnel who wish to access the training will need to follow the instructions below to create an account and register for the course.

SETTING UP A CITI ACCOUNT

1. Go to <u>citiprogram.org</u> and click the *Register* button in the upper right-hand corner or in the sandwich menu.



2. Click the button labeled *Select Your Organization Affiliation* and type "University of Washington" as your organizational affiliation.



3. Mark the two checkboxes agreeing to terms of service and affirming that you are a UW affiliate, and then click the button label *Create a CITI Program account*.



- 4. Complete further steps to create a username and password.
- 5. When prompted, enter additional info requested by the University of Washington.



6. When you return to the home page, click the Add An Affiliation button under the "Institutional Courses" section.

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 <u>add an affiliation</u> .		
Add An Affiliation		

7. Enter "University of Washington" in the text box and mark the checkbox agreeing to Terms of Service.

Affiliate with an Institution		
Home > Profiles > Affiliate with an Institution		
To find your organization, enter its name in the box below, then pick from the list of choices provided. 🥡		
If your organization is using Single Sign-On, please find it <u>here</u> .		
University of Washington		
I AGREE to the <u>Terms of Service</u> for accessing CITI Program materials.		

REGISTERING FOR THE CITI ERGONOMICS COURSE

1. Go to <u>citiprogram.org</u> and click the *Login* button in the upper right-hand corner or in the sandwich menu. Enter your username and password as prompted.



2. From the *My Courses* tab, click the *View Courses* button next to "University of Washington."

University of Washington	View Courses

3. Click the *Add a Course* hyperlink under "Learner Tools for University of Washington" near the bottom of the page.

Learner Tools for University of Washington

Add a Course

4. Scroll to the bottom of the page and click the checkbox for *Workplace Ergonomics*. Then click the *Next* button. The course should be added to your account.

What is your purpose in registering for CITI web-based training today?		
This question is required. Choose all that apply.		
I am registering to take a CITI course for the first time.		
I need to take training in Health Information Privacy and Security.		
I am engaged in work related to animals or animal research.		
Clinical Trials Billing Compliance		
Export Compliance		
Workplace Ergonomics		

 From the *My Courses* tab, click the *View Courses* button next to "University of Washington." You should find the Workplace Ergonomics course under "Courses Ready to Begin." Click the *Start Now* button to begin the course. **ENVIRONMENTAL HEALTH & SAFETY** UNIVERSITY of WASHINGTON



Courses Ready to Begin	<u>Learner Tools</u>
University of Washington Workplace Ergonomics Stage 1 - Basic Course	
0 / 6 modules completed	Start Now