

## WORKPLACE ERGONOMICS ONLINE COURSE INSTRUCTIONS

The [Workplace Ergonomics](#) 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

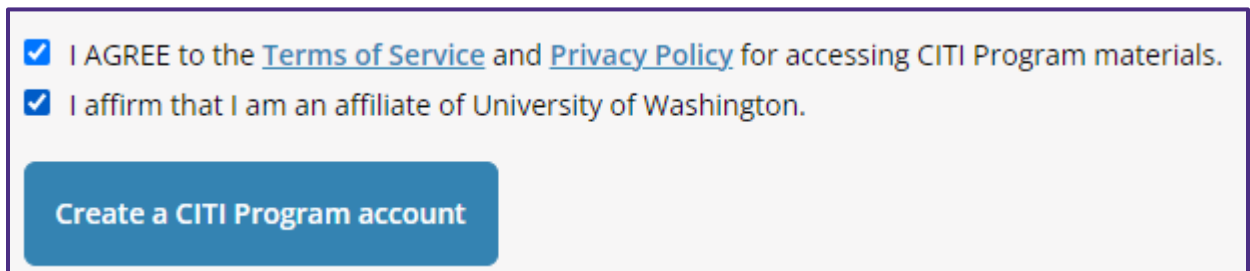
1. Go to [citiprogram.org](https://citiprogram.org) and click the *Register* button in the upper right-hand corner or in the sandwich menu.



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

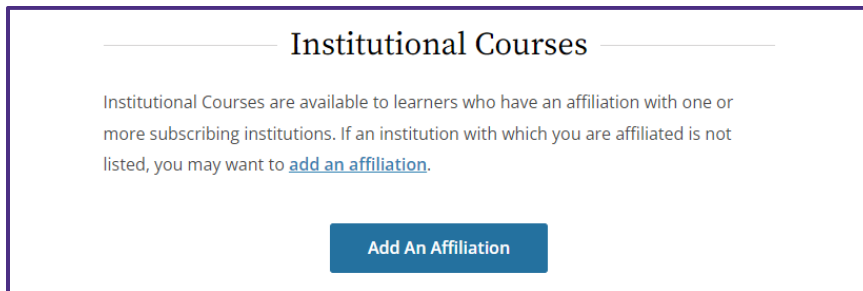


3. Mark the two checkboxes agreeing to terms of service and affirming that you are a UW affiliate, and then click the button label *Create a CITI Program account*.

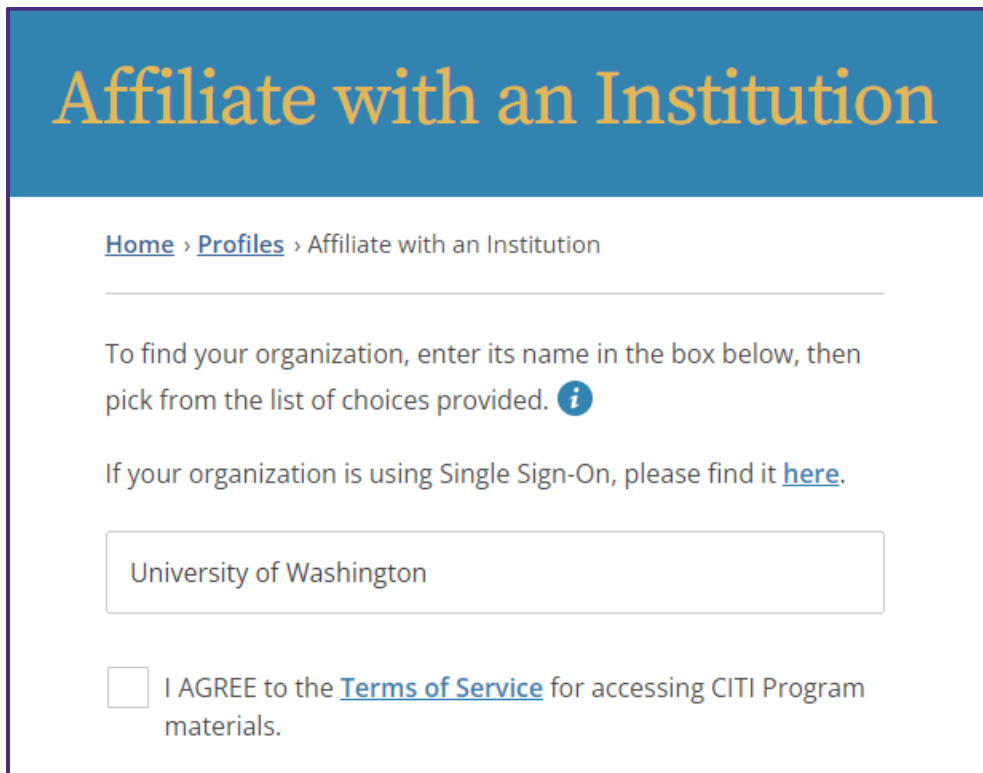


4. Complete further steps to create a username and password.
5. When prompted, enter additional info requested by the University of Washington.

- When you return to the home page, click the *Add An Affiliation* button under the “Institutional Courses” section.



- Enter “University of Washington” in the text box and mark the checkbox agreeing to Terms of Service.

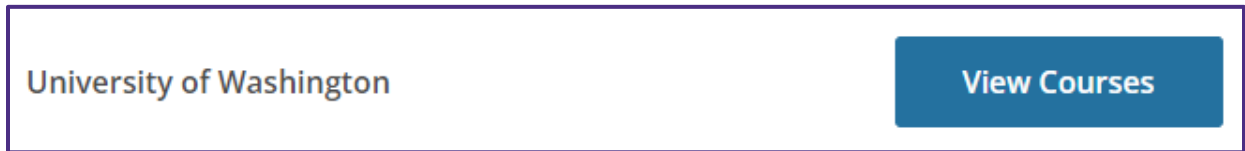


## REGISTERING FOR THE CITI ERGONOMICS COURSE

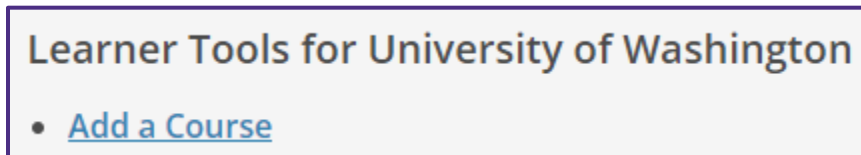
- Go to [citiprogram.org](http://citiprogram.org) and click the *Login* button in the upper right-hand corner or in the sandwich menu. Enter your username and password as prompted.



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



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



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

5. 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.

## Courses Ready to Begin

[Learner Tools](#)

University of Washington

### Workplace Ergonomics

Stage 1 - Basic Course

0 / 6 modules completed



[Start Now](#)