1. Go to [https://citiprogram.org/](https://citiprogram.org/)

2. Click “Log in.”

3. Log into your account with your *CITI User name* and *Password*.

4. Click Select University of Missouri-Kansas City Courses

5. Select **Add a Course**

   - My Learner Tools for University of Missouri - Kansas City
     - Add a Course
     - Remove a Course
     - View Previously Completed Coursework
     - Update Institution Profile
     - View Instructions page
     - Remove Affiliation
6. Select “Health Information Privacy and Security (HIPS) Course” under Question 9

Question 9

Health Information Privacy and Security (HIPS)

If you want to take Health Information Privacy and Security (HIPS), please make your selection below.
Choose one answer

- Health Information Privacy and Security (HIPS) Course
- Health Information Privacy and Security (HIPS) Course - UMKC School of Pharmacy
- Not at this time.

7. Complete the other 9 questions and click “Submit” at the bottom of the page to confirm your selection.