

MCCP6150 Registration Guide

Step 1:

1. Go to [CITI Program](#)
2. Type **Hong Kong Baptist University** to log in through organization



[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.

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).

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

[See our full list of SSO-enabled organizations](#)

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**

English ▾

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

Associate your SSO account with a CITI Program account

Please choose an option:

☐ I already have a CITI Program account.

☒ I don't have a CITI Program account and I need to create one.

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

Create A New CITI Program Account

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

Need Help? [Support Center](#)

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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 >>

HKBU Email Address



(please **INCLUDE** @hkbu.edu.hk / @life.hkbu.edu.hk)



Password



▼ Advanced

[Forgot Password](#)
[Change Password](#)

SIGN IN

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**

The screenshot displays the CITI PROGRAM website interface. At the top, the logo is on the left, and navigation links for 'Courses', 'Records', 'CEUs', and 'Support' are in the center. A search icon and a user profile dropdown are on the right. The main header area is blue and contains a welcome message, links to 'Add Institutional Affiliation' and 'Register as Independent Learner', and two circular statistics: '0 Courses Completed' and '1 Day of Membership'. The 'Institutional Courses' section follows, explaining that courses are available to learners with institutional affiliations and providing links to 'add an affiliation' or 'remove an affiliation'. Below this, a table lists the user's affiliation with 'Hong Kong Baptist University' and includes buttons for 'View Courses', 'Add Affiliation', and 'Remove Affiliation'. A red arrow points to the 'View Courses' button. At the bottom, a grey box titled 'Learner Tools for Hong Kong Baptist University' lists five actions: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', and 'Remove Affiliation'.

English ▼

CITI
PROGRAM

[Courses](#) [Records](#) [CEUs](#) [Support](#)

Search

Welcome, [Redacted]

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

0 Courses Completed

1 Day of Membership

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

Learner Tools for Hong Kong Baptist University

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

Step 5:

1. Choose the *Faculty/School/Academy/Department that your programme belongs to
2. Click on **Submit**

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

Question 1

Learner Group

Please make your selection below to receive the courses

☐ School of Business

☐ School of Communication

☐ Department of Chinese Language and Literature

☐ Department of Education and Psychology

☐ Department of English Language and Literature

☐ Department of Geography

☐ Department of Government and International Studies

☐ Department of History

☐ Department of Humanities and Creative Writing

☐ Department of Religion and Philosophy

☐ Department of Sociology

☐ Department of Social Work

☐ Department of Sports and Health Sciences

☐ Department of Translation, Interpreting and Intercultural Studies

☐ Academy of Film

☐ Academy of Music

☐ Academy of Visual Arts

☐ Department of Biology

☐ Department of Chemistry

☐ Department of Computer Science

☐ Department of Mathematics

☐ Department of Physics

☐ School of Chinese Medicine

Submit



Step 6:

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

Hong Kong Baptist University

Active Courses

You have no active courses for this institution.

[Learner Tools](#)

Courses Ready to Begin

[Learner Tools](#)

Hong Kong Baptist University

Department of Religion and Philosophy

Stage 1 - Basic Course

0 / 12 modules completed


[Start Now](#)