



# CITI Program

Updating Email Addresses

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SOUTHERN MISSISSIPPI.

# What is the CITI Program?

All USM researchers are required to complete Collaborative Institutional Training Initiative (CITI) training courses. IRB approval requires all names listed on the IRB application -- Primary Investigators (PI's), Co-PI's, Other USM-Affiliated Investigators, and the Research Advisor (if applicable) -- to complete both the "Common Course," covering the responsible conduct of research, and the "Human Subjects Course."

The required courses cover both general topics in the responsible conduct of research and the ethics and federal regulations governing human subjects research.

Cayuse integrates with CITI by means of the researcher's email address. Since Cayuse login requires USM credentials, your CITI certificates also must be tied to your USM email address.

The integration will fail and your IRB submission will not be reviewed if your email address in CITI is @gmail, @hotmail, @yahoo, etc.

If you do not know your USM assigned email address, contact iTech at 601-266-HELP (4357).

This PDF will walk through the steps to change your email address in the CITI Program.



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# CITI Program Homepage

LOG IN at [about.citiprogram.org/en/homepage](http://about.citiprogram.org/en/homepage)

Click on Log In to enter Login Page



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Subscriptions ▾

Courses ▾

CE/CMEs

Tools

Support ▾



Register

Log In

+1 888.529.5929 English ▾

## Research Ethics and Compliance Training

**Biomedical PI** NEW


Review the important role of the biomedical investigator in a clinical investigation that complies with federal regulations and GCP standards.



[View Course](#)

**Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov** NEW


A video-enhanced practical guide to compliance with protocol registration and summary results reporting.



[View Course](#)

**Protocol-Writing Efficiency and Research Design Training** NEW

Learn more about the Protocol Builder protocol-writing tool and the Resident and New Investigator Program.



[Register for a webinar](#)

**Essentials of Grant Proposal Development** NEW

Take the mystery out of grant writing with in-depth instruction that includes videos, exercises, resources, and examples.



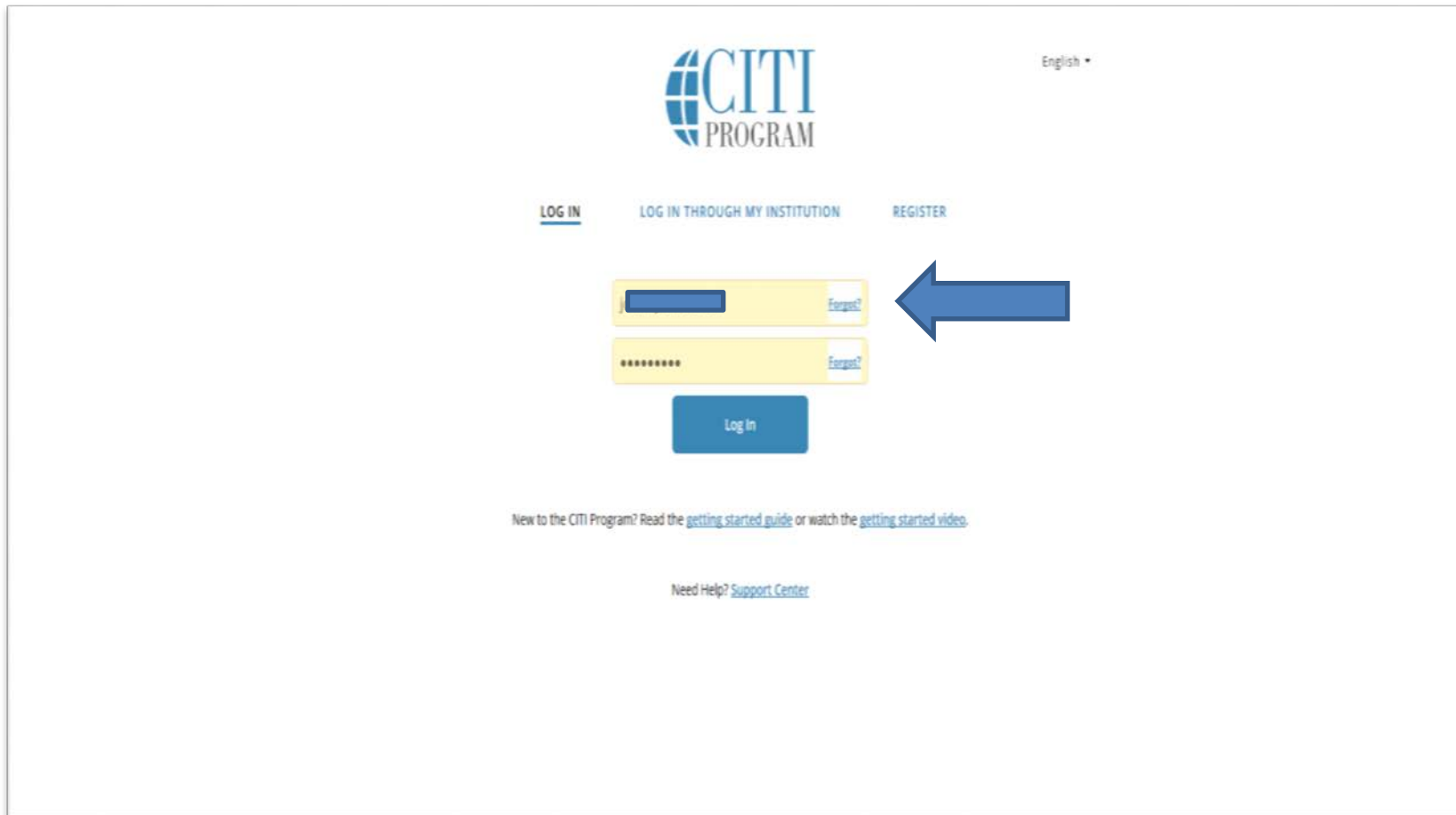
[View Course](#)



# CITI Program Login Page



Log into CITI with the Username and Password used to create the account



**CITI PROGRAM** English ▾

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

[Forgot?](#)

[Forgot?](#)

[Log In](#)

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

Need Help? [Support Center](#)

# CITI Program Individual Dashboard



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Click name dropdown menu and select “Profiles”

The screenshot displays the CITI Program Individual Dashboard for Susan Jones (ID 8316488). The dashboard includes a navigation bar with links for Courses, Records, CEUs, and Support. A search icon is also present. The user's name and ID are displayed in a dropdown menu, with a blue arrow pointing to the 'Profiles' option. The dashboard also shows a welcome message, a link to 'Add Institutional Affiliation', and a link to 'Register as Independent Learner'. Two circular statistics are shown: '0 Courses Completed' and '1 Day of Membership'. A green checkmark indicates that the user's registration has been completed successfully. The dashboard also features a section for 'Institutional Courses' with a 'View Courses' button.

English ▾

Susan Jones  
ID 8316488

Profiles

Purchases

Log Out

0  
Courses Completed

1  
Day of Membership

✓ Your registration has been completed successfully.

### 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](#).

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View Courses

# Profiles Main page



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Select “Edit Profile”

Profiles

## Member Profile

Your member profile for the CITI Program includes additional fields and preferences not shown here. For more information, please [view or edit](#) your member profile.

Member ID	8316488
Username	SuzieQ!!5
Password	.....
First Name	Susan
Last Name	Jones
Preferred Email	susanjo@gmail.com
Secondary Email	suesue@yahoo.com

[Edit Profile](#)

## Institutional Profiles

Institutional Profiles contain additional data requested by institutions with which you are affiliated, for management and monitoring of your learning activities. To view or edit this information, use one of the Edit Profile buttons below. 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](#).



Home > Profiles > Update

Please note that accurate representation of identity is required under CITI Program's [Terms of Service](#).

Fields marked with an asterisk (\*) are required.

First Name \*

Susan

Last Name \*

Jones

Update Password

Your password should consist of 8 to 50 characters. Your password is case sensitive: "A12B34CD" is not the same as "a12b34cd".

\*\*\*\*\*

Please verify your password

\*\*\*\*\*

Security Question \*

What's your pet's name? ▾

Security Answer \*

Lulu

Your preferred email address \*

susan.jones@usm.edu

Please verify your preferred email address \*

susan.jones@usm.edu

Your secondary email address

suesue@yahoo.com

Please verify your secondary email address

suesue@yahoo.com

Country of Residence

United States

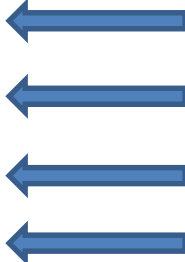
May we contact you about new courses and services after you complete your CITI Program coursework? \*

Yes  
 No

May we contact you about participation in voluntary research surveys after you complete your CITI Program coursework? \*

Yes  
 No

Cancel Update



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## Change Preferred Email Address

Step 1

Update and verify  
“Your preferred email address”  
to your USM email address  
firstname.lastname@usm.edu

or

w123456@usm.edu

Step 2

Update and verify  
“Your secondary email address”  
(Secondary can be personal  
email address)

## Member Profile

Your member profile for the CITI Program includes additional fields and preferences not shown here. For more information, please [view or edit](#) your member profile.

Member ID 8316488  
Username SuzieQ!!5  
Password .....  
First Name Susan  
Last Name Jones  
Preferred Email susanjo@gmail.com  
Secondary Email suesue@yahoo.com

Edit Profile

## Institutional Profiles

Institutional Profiles contain additional data requested by institutions with which you are affiliated, for management and monitoring of your learning activities. To view or edit this information, use one of the Edit Profile buttons below. 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](#).

The University of Southern Mississippi

Edit Profile

Would you like to affiliate with another Institution?

Add An Affiliation

## Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

Register as an Independent Learner



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***Both your Member Profile and your Institutional Profile must reflect your USM email address.***



Click on 'Edit Profile'





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## Institutional Profile Editing

Step 1:  
“Your Institutional Email Address”  
to  
firstname.lastname@usm.edu

Step 2:  
Click “Submit”

**Profiles**  
The University of Southern Mississippi

Home > Profiles > Institution Profile

Please provide the following information requested by: **The University of Southern Mississippi**

Fields marked with an asterisk (\*) are required.

Language Preference  
English

Your Institutional Email Address (@usm.edu) \*  
suzie.jones@eagles.usm.edu

Gender  
Female

Highest degree  
BA, BS or BSN

Student or Campus ID Number \*  
123456

Academic Department \*  
Marketing

Role in research \*  
Student Researcher - Graduate level

Projected graduation date \*  
2021

Address Field 2

Address Field 3

City



State

Zip/Postal Code

Country

Phone

Cancel Update





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Please allow 12 hours for CITI/Cayuse integration of profile update



# Questions?

[www.usm.edu/research/office-research-integrity](http://www.usm.edu/research/office-research-integrity)

# Contact:

[irb@usm.edu](mailto:irb@usm.edu)



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