CITI Program

Updating Email Addresses

THE UNIVERSITY OF 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
Click on Log In to enter Login Page

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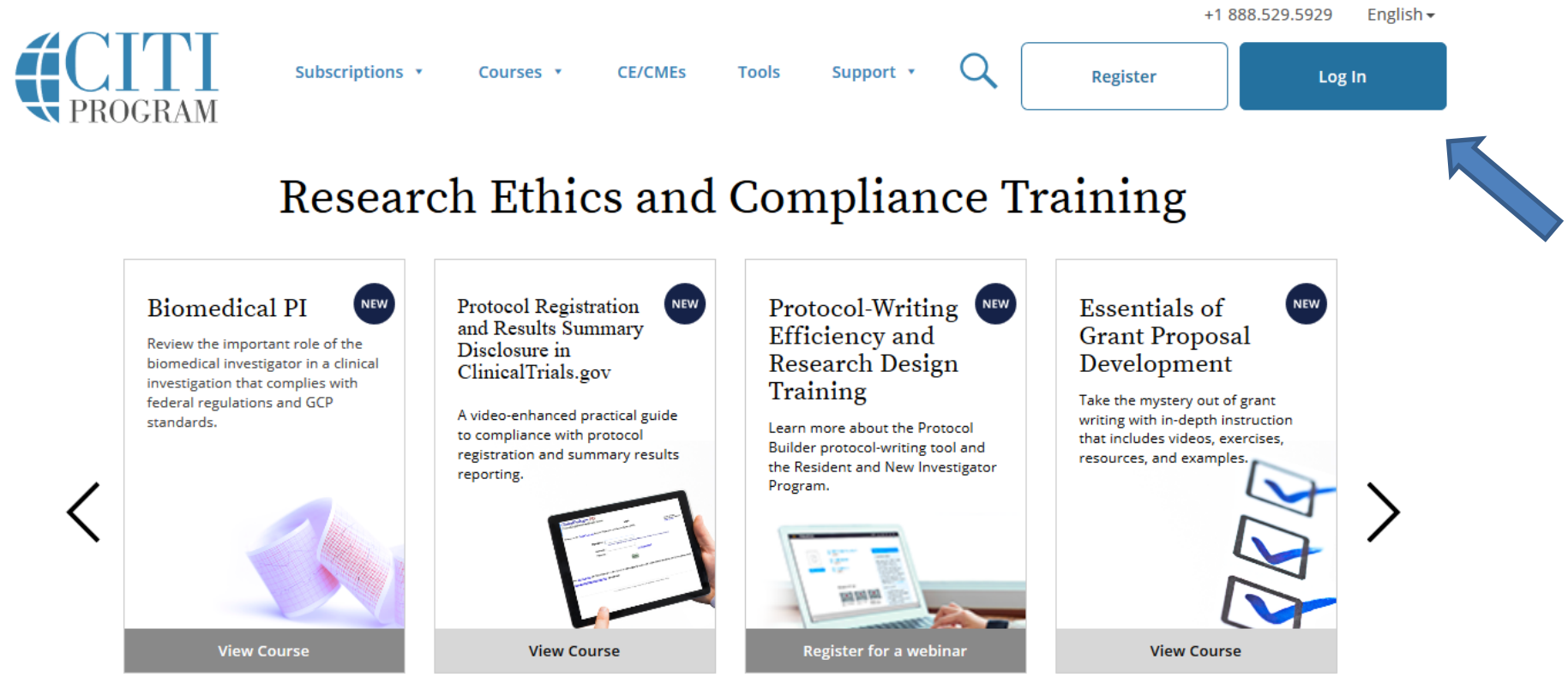

CITI Program Login Page

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

CITI Program
Individual Dashboard

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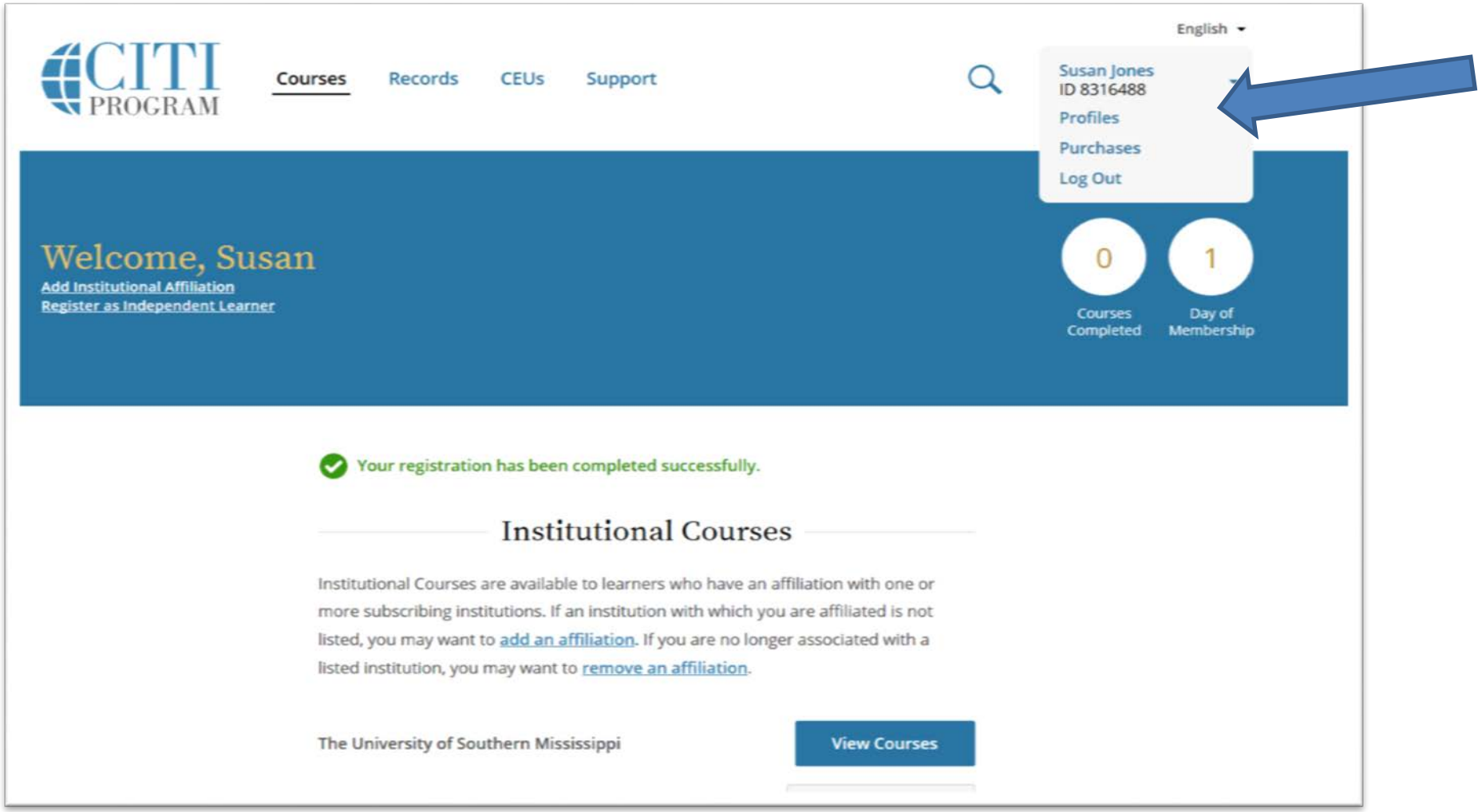
Click name dropdown menu and select “Profiles”



Profiles Main page

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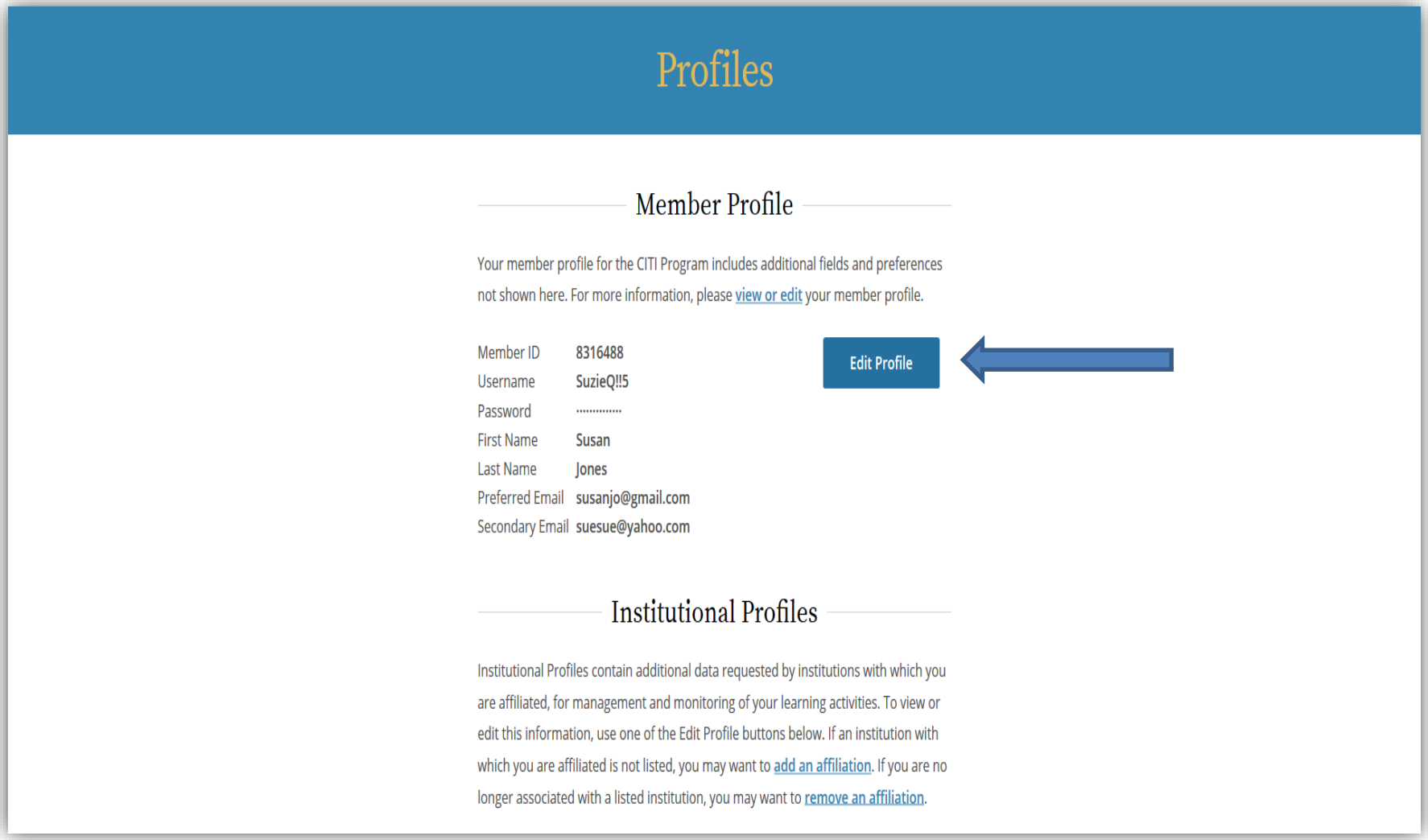
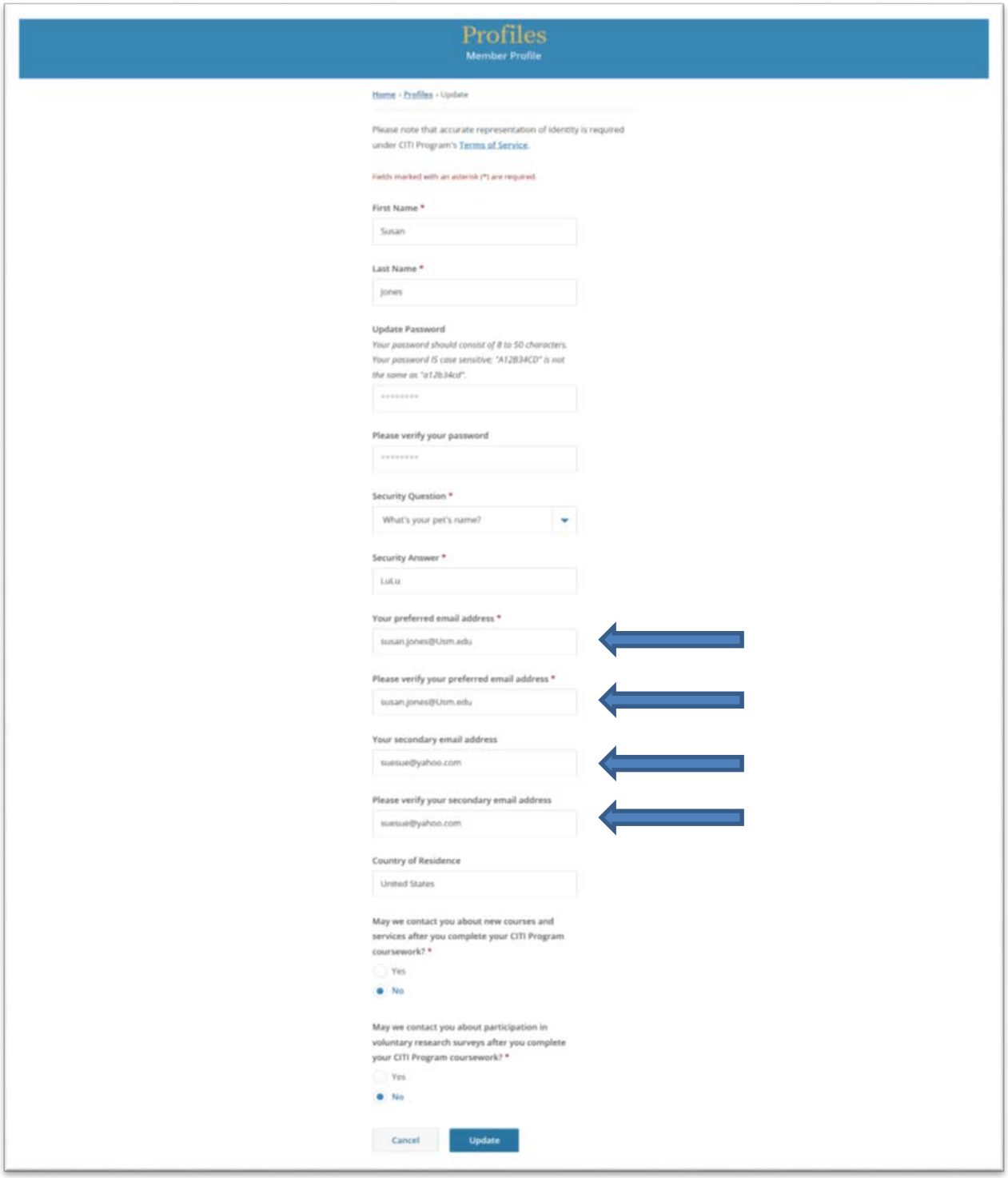
Select “Edit Profile”





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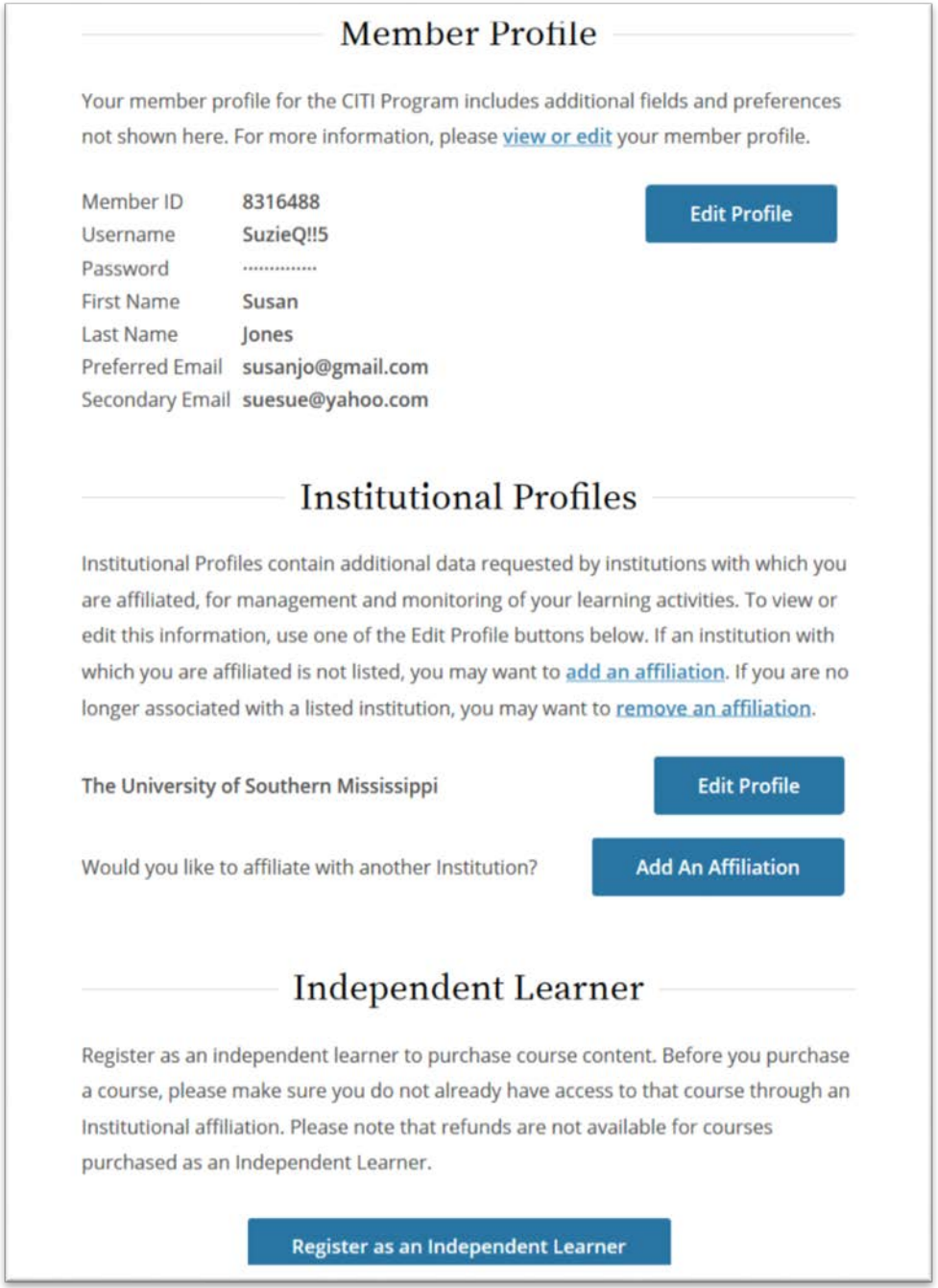
Change Preferred Email Address

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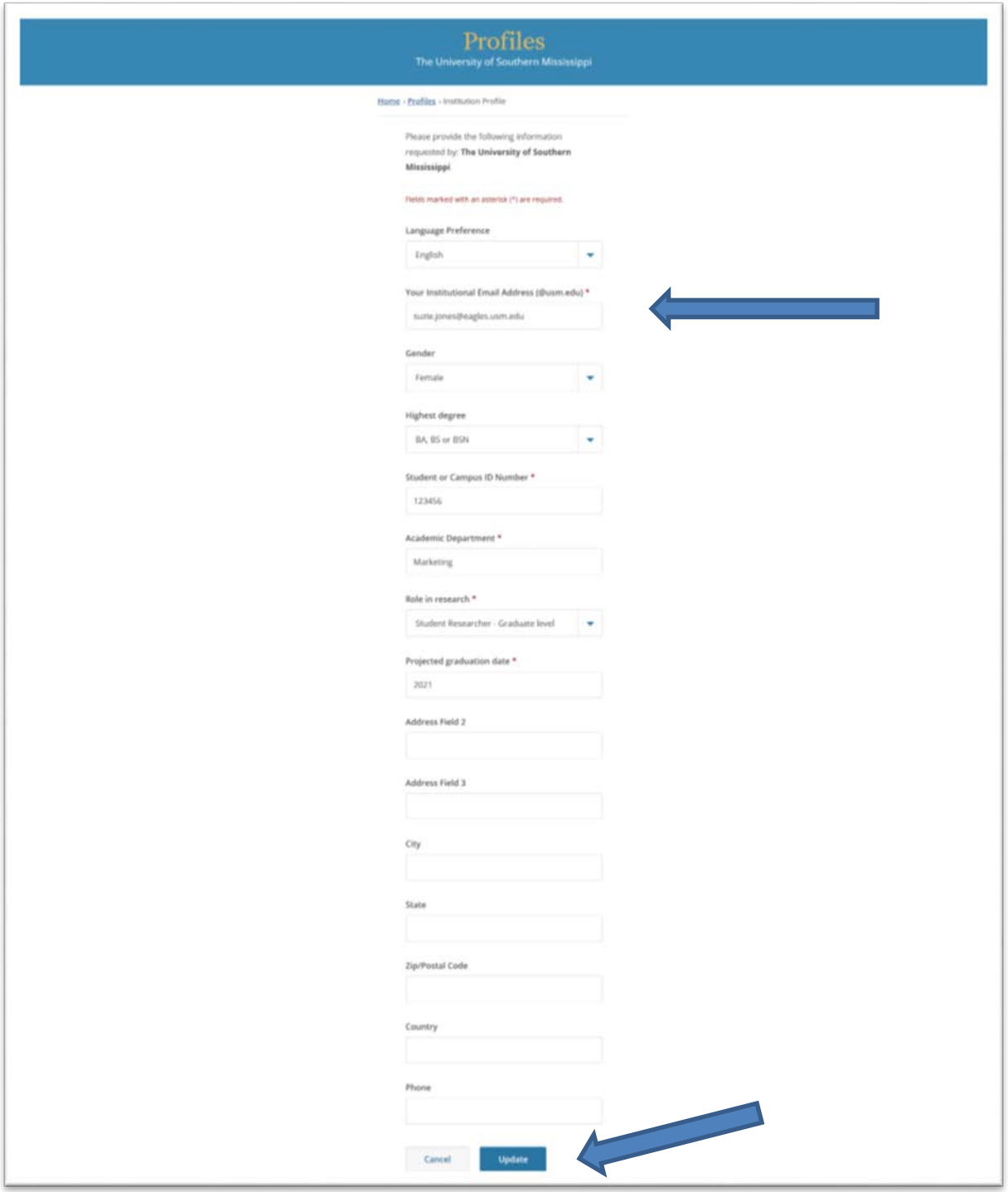
Both your Member Profile and your Institutional Profile must reflect your USM email address.

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"

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

Questions?

www.usm.edu/research/office-research-integrity

Contact:

irb@usm.edu

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