



CU BOULDER – CITI Training

Print Completion Report

Last Updated: 2018-10-02

Login:

Step 1: Go to: <https://citiprogram.org>.

Step 2: Log in. – You have 2 options on this site:

- (1) Log in – use your CITI credentials for access.
 - (2) Log in Through My Institution – use your CU Login Name and IdentiKey Password for Single Sign On (SSO) access.)
- (Do not use the Register option, your account is already in the system.)

If you do not remember your CITI credentials, contact [CITI support](#) or the IRB Office at irbadmin@colorado.edu.

English ▾

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

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

[Need Help? Support Center](#)



Print Completion Report:

Step 1: On the **Main Menu** select **University of Colorado at Boulder Courses**.

Step 2: From the table in the dropdown, click **View-Print-Share** under the Completion Record column. – Use your printer settings to create a PDF or print a hard copy.

If the CU Boulder IRB Office has requested this report, attach the electronic copy to your eRA submission.

The screenshot shows the CITI Program web interface. At the top, there is a blue header with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. On the right side of the header, the user's name 'Michael Well' and ID '6825443' are displayed, along with 'Log Out' and 'Help' links. Below the header is a navigation bar with links for 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Support'. A search icon is also present. The main content area shows a dropdown menu for 'University of Colorado at Boulder Courses'. Below this, there is a table with columns: 'Course', 'Status', 'Completion Record', and 'Survey'. The 'Completion Record' column for the course 'Biomedical Research Investigators and Key Personnel' is highlighted with a red box, and the 'View-Print-Share' link is visible. Below the table, there is a section titled 'My Learner Tools for University of Colorado at Boulder' with a list of tools: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom, there are two more dropdown options: 'Affiliate With Another Institution' and 'Affiliate as an Independent Learner'.