



# CU BOULDER – CITI Training

## Affiliate With Another Institution

*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](mailto:irbadmin@colorado.edu).

English ▾

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

Username [Forgot?](#)

Password [Forgot?](#)

[Log In](#)

[Need Help? Support Center](#)



## Add New Institution:

After you login, the screen will refresh to the Main Menu. Follow these 4 steps to add a new institution.

**Step 1:** Click the **Affiliate With Another Institution** and select **Affiliate With Another Institution** from the dropdown.

The screenshot shows the CITI PROGRAM main menu. The header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative", and user information for Michael Weil (ID 6825443) with links for Log Out and Help. A navigation bar contains links for Main Menu / My Courses, My Profiles, My Records, My CEUs, and Support. Below this, a dropdown menu is open, showing three options: "University of Colorado at Boulder Courses", "Affiliate With Another Institution" (highlighted with a red box), and "Affiliate as an Independent Learner".

**Step 2:** Search for the organization by typing their name in the box. Click **Next**.

The screenshot shows the "Select Your Organization Affiliation" form. The header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative", and user information for Michael Weil (ID 6825443) with links for Log Out and Help. A navigation bar contains links for Main Menu / My Courses, My Profiles, My Records, My CEUs, and Support. Below this, a breadcrumb trail reads "Home > My Profile > Affiliate with New Institution". The form itself has a title "Select Your Organization Affiliation" and a note "\* indicates a required field." Below the note is a text input field with the placeholder text "Search for organization: Enter full or partial name" and a red asterisk to its right. A blue "Next" button is located below the input field. The entire form area is highlighted with a red box.



**Step 3:** Complete the **required fields** on the form. Click **Next** at the bottom of the form.

The screenshot shows the CITI PROGRAM website interface. The header includes the logo and the text 'Collaborative Institutional Training Initiative'. The user's name 'Michael Weil' and ID '6825443' are displayed in the top right corner, along with 'Log Out' and 'Help' links. A navigation menu contains 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Support'. The breadcrumb trail reads 'Home > My Profile > Affiliate with New Institution'. The main content area has a blue header that says 'Please provide the following information requested by NORC at the University of Chicago'. Below this, there is a red asterisk indicating a required field. The form includes a 'Language Preference' dropdown menu and an 'Institutional email address' text input field.

**Step 4:** On the *Add a Course* page, respond to the **Questions** to select the appropriate course from the offered curriculum. Click **Submit** at the bottom of the page.

The screenshot shows the 'Add a Course' page on the CITI PROGRAM website. The header and navigation are identical to the previous screenshot. The breadcrumb trail reads 'Home > Add a Course'. The main content area has a blue header that says 'Select Curriculum - NORC at the University of Chicago (ID: 2012)'. Below this, there is a red asterisk indicating a required field and a link to 'View instructions page'. The next section is titled 'Question 1' and 'Human Subjects Research'. It asks the user to 'Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.' and includes a green link 'Choose one answer'. The form includes two radio button options: 'Social & Behavioral Research' and 'IRB Members'.



## Complete Course Modules:

On the Main Menu, all of your affiliated institutions are listed.

From the dropdown under each institution, complete the modules for the course you have selected.

To complete a course, click the **course title** in the Course column from the table in the dropdown. – Modules may vary based on institutional requirements.

When the course is completed, you will receive a verification email from CITI.

The screenshot shows the CITI PROGRAM interface. At the top right, the user is identified as Michael Weil (ID 6825443) with links for Log Out and Help. The main navigation bar includes links for Main Menu / My Courses, My Profiles, My Records, My CEUs, and Support. The current page is 'Main Menu / My Courses'. A dropdown menu for 'NORC at the University of Chicago Courses' is open, displaying a table with columns for Course, Status, Completion Record, and Survey. The table lists 'NORC IRB Community Members' with a status of 'Not Started' and a completion record of 'Not Earned'. Below the table is a 'My Learner Tools for NORC at the University of Chicago' section with options: Add a Course, Remove a Course, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. At the bottom of the dropdown, there are links for 'University of Colorado at Boulder Courses', 'Affiliate With Another Institution', and 'Affiliate as an Independent Learner'.



## Print Completion Report:

**Step 1:** Return to the **Main Menu** when finished and **select the according institution.**

**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 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 Weil" 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. Below the navigation bar, there is a section titled "Main Menu / My Courses" with a dropdown menu for "NORC at the University of Chicago Courses". This dropdown menu contains a table with the following data:

Course	Status	Completion Record	Survey
NORC IRB Community Members	Passed 14-Dec-2017	View-Print-Share	Post-course evaluation

The "View-Print-Share" link in the "Completion Record" column is highlighted with a red box. Below the table, there is a link for "My Learner Tools for NORC at the University of Chicago".