



# 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 (PIs), Co-PI, Other USM-Affiliated Investigators, Research Advisors, and Data Collectors—to complete both the “Common Course”, covering the responsible conduct of research, and the “Human Subjects Research” course.

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

InfoEd integrates with CITI by means of the researcher’s email address. Since InfoEd 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 document will walk through the steps to change your email address in the CITI Program.

# CITI Program Homepage

Go to: [about.citiprogram.org/en/homepage](http://about.citiprogram.org/en/homepage)  
& click on “Log In”



Subscriptions ▾

Courses ▾

CE/CMEs

Tools

Support ▾



Register

Log In

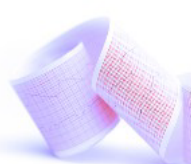
+1 888.529.5929

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

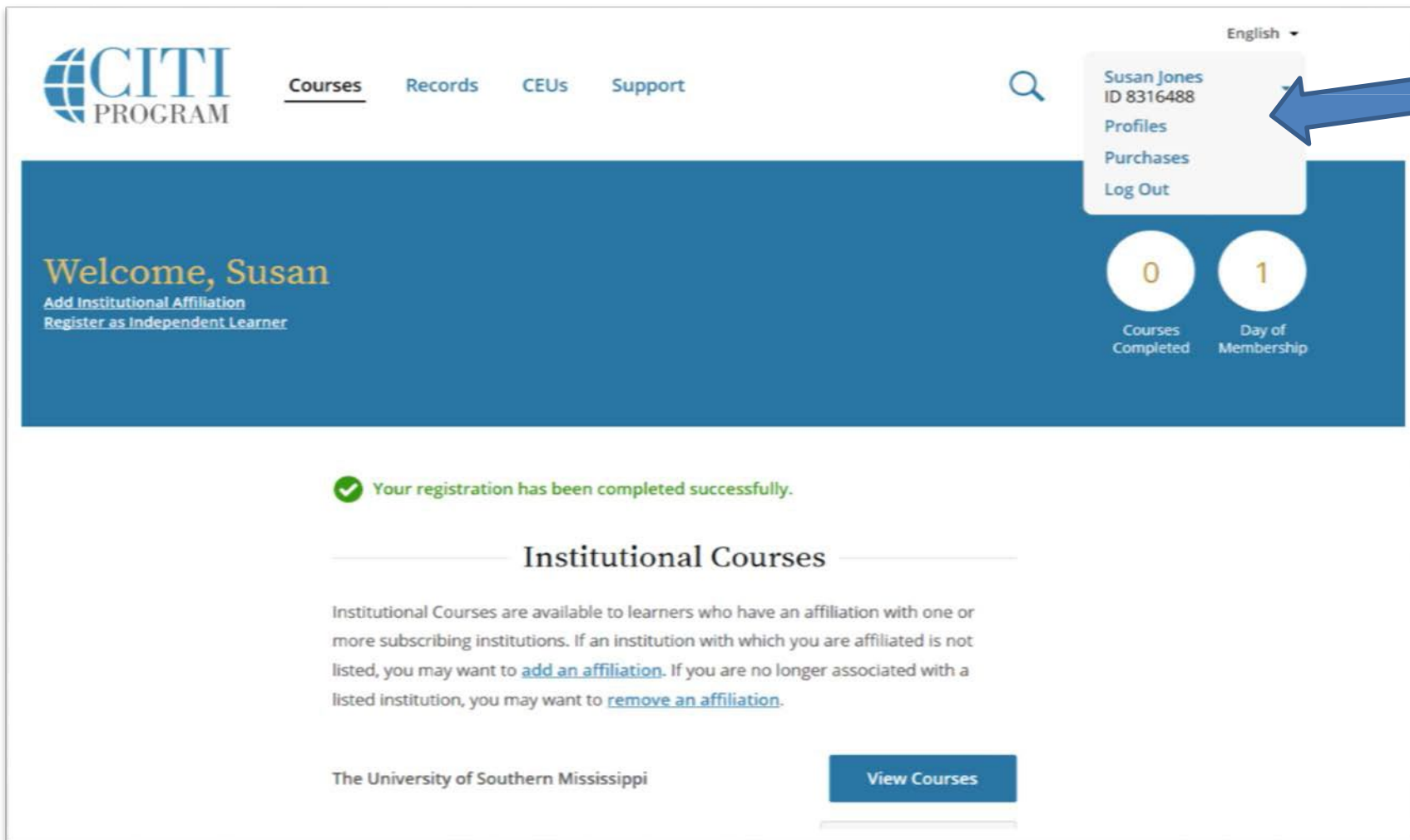
Log into CITI with the Username and Password used to create the account



The screenshot displays the CITI Program login interface. At the top center is the CITI PROGRAM logo, and in the top right corner, there is a language selection dropdown set to "English". Below the logo are three navigation links: "LOG IN" (underlined), "LOG IN THROUGH MY INSTITUTION", and "REGISTER". The login form consists of two yellow input fields. The first field contains the username "joann.johnsonusm" and has a "Forgot?" link to its right. The second field contains a masked password "\*\*\*\*\*" and also has a "Forgot?" link to its right. A blue arrow points from the right towards the password field, and another blue arrow points from the left towards the username field. Below the input fields is a blue "Log In" button. At the bottom of the page, there is a link for new users: "New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#)." and a link for help: "Need Help? [Support Center](#)".

# CITI Program Individual Dashboard

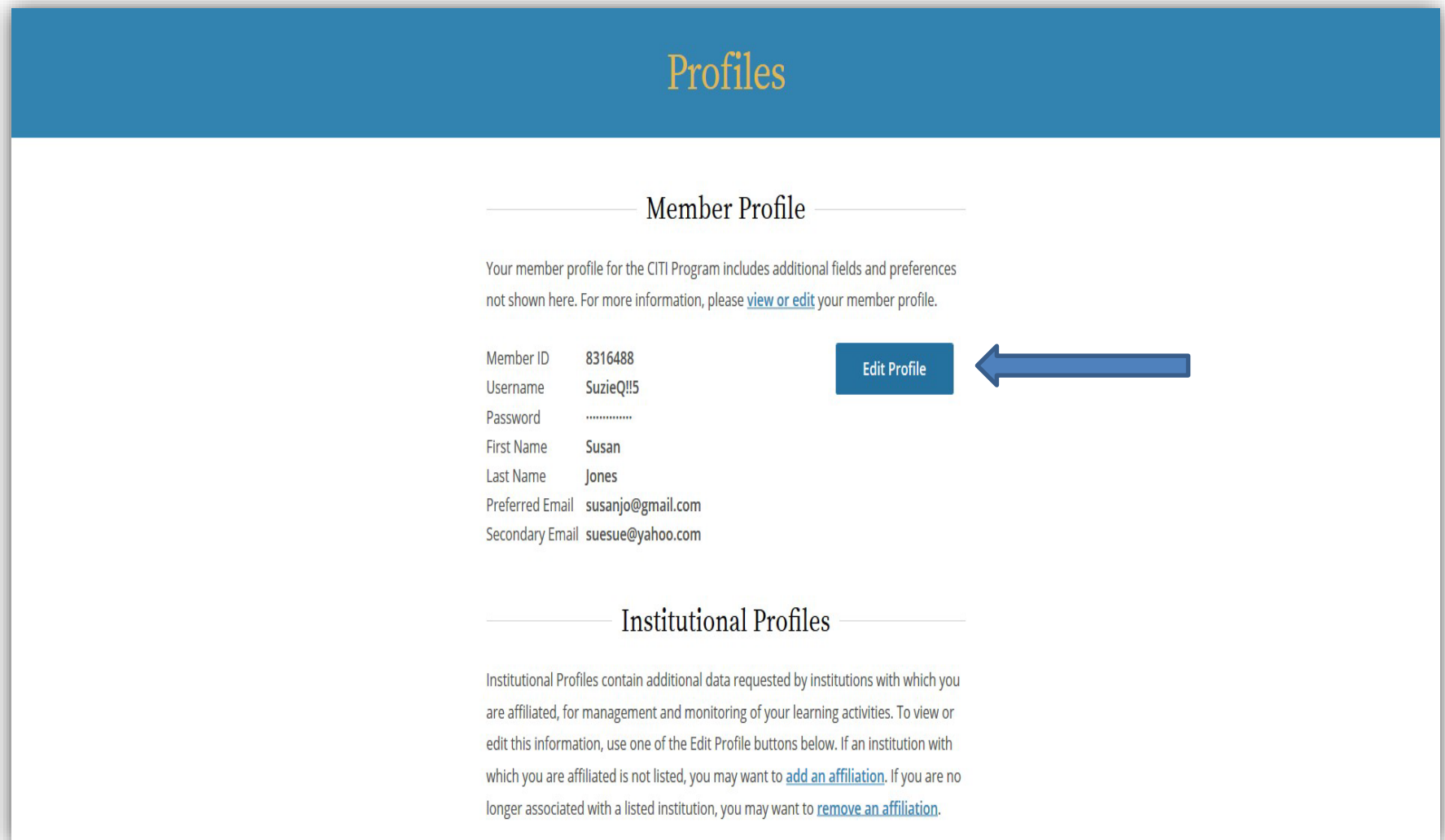
Click the name dropdown menu and select “Profiles”



The screenshot displays the CITI Program Individual Dashboard. At the top left is the CITI PROGRAM logo. The navigation menu includes [Courses](#), [Records](#), [CEUs](#), and [Support](#). A search icon is located to the right of the navigation menu. In the top right corner, there is a language dropdown menu set to "English". Below the language menu is a user profile dropdown menu for "Susan Jones ID 8316488". The dropdown menu is open, showing options: "Profiles", "Purchases", and "Log Out". A blue arrow points to the "Profiles" option. Below the navigation and search area, there is a blue banner with the text "Welcome, Susan" and links for "Add Institutional Affiliation" and "Register as Independent Learner". To the right of the banner, there are two circular statistics: "0 Courses Completed" and "1 Day of Membership". Below the banner, there is a green checkmark icon and the text "Your registration has been completed successfully." The main content area is titled "Institutional Courses" and contains text explaining that institutional courses are available to learners with an affiliation. At the bottom, there is a blue button labeled "View Courses" and the text "The University of Southern Mississippi".

# Profiles Main page

Select “Edit Profile”



The screenshot shows the 'Profiles' main page. At the top, there is a blue header with the word 'Profiles' in gold. Below the header, the page is divided into sections. The first section is titled 'Member Profile' and contains a paragraph explaining that the member profile includes additional fields and preferences not shown here, with a link to 'view or edit' the profile. Below this paragraph is a list of member information: Member ID (8316488), Username (SuzieQ!!5), Password (masked with dots), First Name (Susan), Last Name (Jones), Preferred Email (susanjo@gmail.com), and Secondary Email (suesue@yahoo.com). To the right of this list is a blue button labeled 'Edit Profile', which is pointed to by a large blue arrow. Below the member profile section is another section titled 'Institutional Profiles', which contains a paragraph explaining that these profiles contain additional data requested by institutions and provides links for 'add an affiliation' and 'remove an affiliation'.

## 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

tsuesue@yahoo.com

Please verify your secondary email address

tsuesue@yahoo.com

Country of Residence

United States

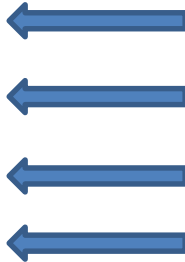
May we contact you about new courses and services after you complete your CITI Program coursework? \*

Yes  
 No

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

Yes  
 No

Cancel Update



# Change Your Preferred Email Address

Step 1. Update and verify “Your preferred email address” to your USM email address [firstname.lastname@usm.edu](mailto:firstname.lastname@usm.edu) or [w123456@usm.edu](mailto:w123456@usm.edu)

Step 2. Update and verify “Your secondary email address” (Secondary can be a 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

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



Click on 'Edit 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) \*

tuara.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



# Institutional Profile Editing

Step 1:

“Your Institutional Email Address” to [firstname.lastname@usm.edu](mailto:firstname.lastname@usm.edu)

Step 2: Click “Submit”



**\*\*Please allow 12 hours for CITI/InfoEd integration of profile update\*\***

## **Questions?**

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

## **Contact:**

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



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**SOUTHERN**  
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