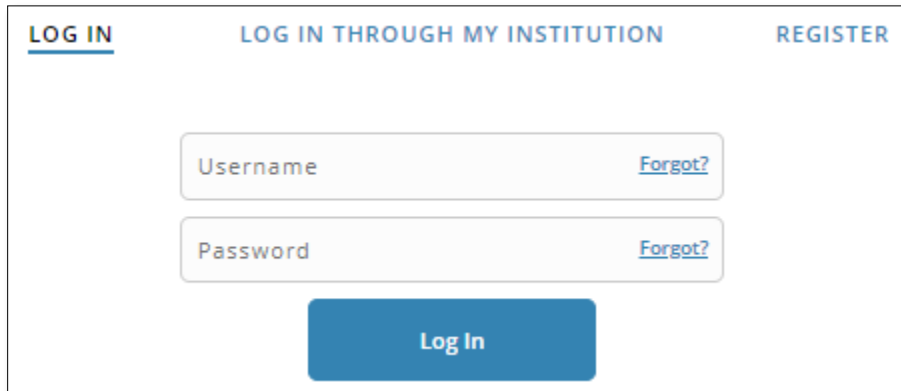


Guide to Individuals Who Took RCR CITI Training at Another Institution

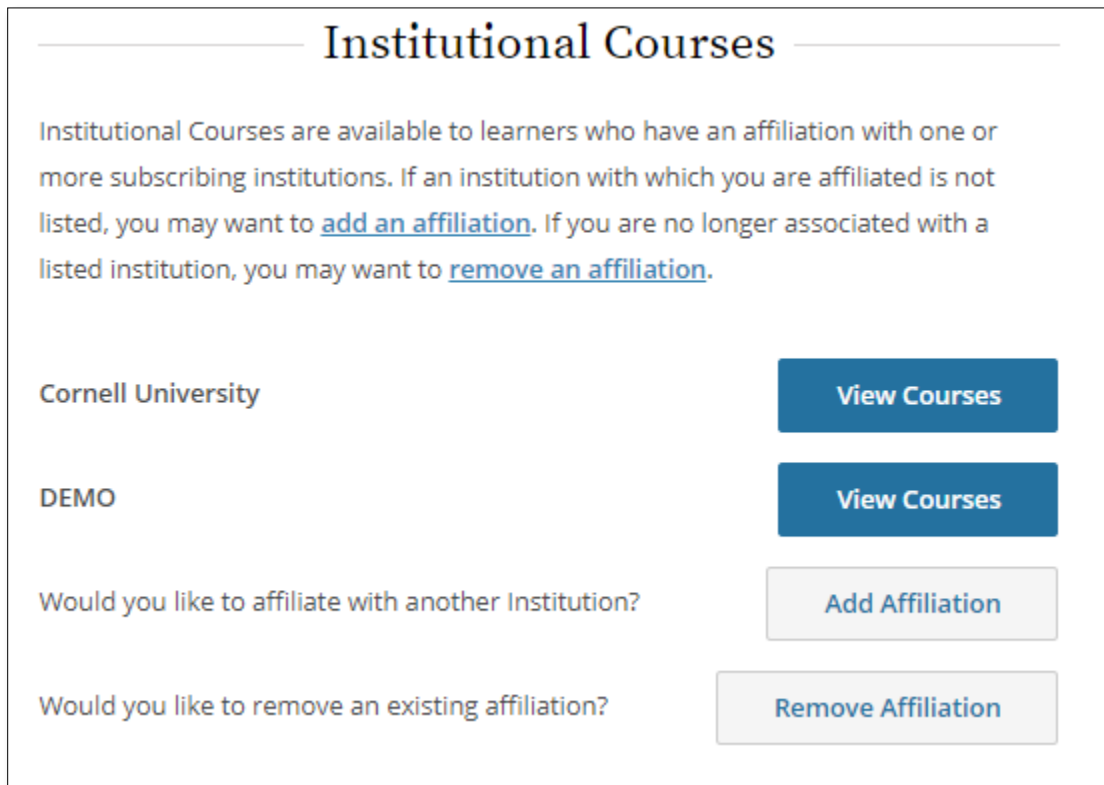
If you took any training in CITI through another institution, you will need to add Cornell to the list of institutions with which you are affiliated, for Cornell research compliance staff to be able to access your training completion records and give you due credit.

1. Go to www.citiprogram.org
2. Click on “Log In”
3. Enter your username and password from your previous institution.




The screenshot shows the login interface for the CITI program. At the top, there are three links: "LOG IN" (underlined), "LOG IN THROUGH MY INSTITUTION", and "REGISTER". Below these links are two input fields: "Username" and "Password". Each input field has a "Forgot?" link to its right. At the bottom of the form is a blue "Log In" button.

4. Click on “add affiliation.” **Do NOT remove any existing affiliations.**




The screenshot shows the "Institutional Courses" page. The title "Institutional Courses" is centered at the top. Below the title, there is a paragraph of text: "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](#)." Below the text, there are four rows of content. The first row shows "Cornell University" with a blue "View Courses" button to its right. The second row shows "DEMO" with a blue "View Courses" button to its right. The third row shows the text "Would you like to affiliate with another Institution?" with a light blue "Add Affiliation" button to its right. The fourth row shows the text "Would you like to remove an existing affiliation?" with a light blue "Remove Affiliation" button to its right.

5. Begin typing “Cornell University” in the text box, which will auto-complete as you type. Select “Cornell University” from the drop-down list and click on “I AGREE to the Terms of Service for accessing CITI Program Materials” and “I affirm that I am an affiliate of Cornell University.”

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

Cornell University

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Cornell University. 

6. Click “Continue”
7. Fill in all required fields. When asked for your email address, **you must enter your Cornell email address**. This is critical because it is the most reliable way for us to track your course completions.
8. Click “Next.”
9. You are now affiliated with Cornell. If you have questions or need help, please email rcr@cornell.edu.

* Note: On the next page you will be given the chance to select which course you would like to take. If you do not need to take any courses at this time, you may close out of this page. Doing so will not affect your affiliation with Cornell and you do not need to take any further steps to complete your affiliation.