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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+1 888.529.5929   English ▾

CITI PROGRAM

Subscriptions ▾   Courses ▾   CE/CMEs   Tools   Support ▾   🔍   Register   Log In

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

CITI Program
Individual Dashboard

Click name dropdown menu and select "Profiles"

Profiles Main page

Select "Edit Profile"

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	**Edit Profile**
Username	SuzieQ!!5	
Password	....	
First Name	Susan	
Last Name	Jones	
Preferred Email	susanjo@gmail.com	
Secondary Email	suesue@yahoo.com	

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"

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