

## **INSTRUCTIONS FOR ADDING CONFLICT OF INTEREST TRAINING TO AN EXISTING CITI ACCOUNT**

1. Log into CITI <http://www.citiprogram.org/> with your username and password. If you are unsure if either is correct, you can use the “forgot login information” feature to have the information emailed to you.
2. The next page will be the “Learner’s Menu”. In the “My Courses” section, you can add the Conflict of Interest Course to your existing account. Click on “add a course or update your learner groups”.
3. The next page will include the courses available to those affiliated with AU. At the bottom of the page you will need to select “Question 5: Conflict of Interest Course”. Click “Continue” at the bottom of the page when you have made your selection.
4. You will return to your “Learner’s Menu”. The Conflict of Interest Training should appear under “My Courses”. To begin the Conflict of Interest Training click on the red link under “Status”. You will see a list of the required modules. After you read the educational information provided in a module, you will take a quiz covering that information.
5. Log out when you are ready to quit.
6. Notes:
  - a. You do not have to complete all modules at one time. Total time commitment should be approximately 2 hours.
  - b. You must complete the courses with at least an 80% score.
7. For technical problems, contact [citisupport@med.miami.edu](mailto:citisupport@med.miami.edu). For questions regarding Conflict of Interest training requirements, contact the Office of Research Compliance (334-844-5966).