COI Training (new PHS-funded researchers)

1. Go to [http://www.oria.cornell.edu/training/citi/login/index.cfm](http://www.oria.cornell.edu/training/citi/login/index.cfm). Use your Cornell NetID and password to log in. You will be directed to a training website called CITI. If you need help accessing this site, email coi@cornell.edu.

2. After logging in you should see the CITI Program "Main Menu":

![CITI Main Menu](image)

3. Click on "Cornell University Courses." Then click on “Add a Course or Update Learner Groups.”

4. Scroll down to “Question 4.” Check the box to choose "What you need to know about NIH regulations on Financial Conflict of Interest (fCOI)."

![Question 4](image)

5. Scroll to bottom of the page and click “Submit.” You will be taken back to the main menu and will now see the course under "Cornell University Courses."

6. Click on the course title. Before you can start the training you must click on "Complete the Integrity Assurance Statement." Check the box that says "I Agree" and click "Submit."

7. You can now begin the first training module in the course. After reading each module you will take a quiz to test your knowledge. You must pass each quiz. If you fail a quiz, you will be shown correct answers to the questions. Then you can return to the module and re-take the quiz. You can repeat a module and quiz as many times as you need to pass.

8. Still need help? Email coi@cornell.edu.