Changing Institutional Affiliation in CITI — For those who took CITI training at their previous college, university or other institution before coming to Cornell.

1. Since you now are a Cornell student, staff member or faculty, you will keep the same account in CITI as you had previously but you will update your information in CITI to show that you are now part of Cornell. CITI calls this “Changing Institutional Affiliation.” This is a way to make sure you are credited at Cornell, wherever possible, for trainings you completed elsewhere.

2. Click this link to go to CITI’s home page: https://www.citiprogram.org/ You should see CITI’s home page:

3. Enter your Username and Password at top right. If you forgot your login information, use the “Forgot Username or Password?” link to reset your password.

4. Once you are logged in you should see your “Main Menu:”
5. You should see “My Learner Tools” on that page. Directly underneath you will see some other options. Click on “Click here to affiliate with another institution.” IMPORTANT: do NOT remove any past affiliation-just add Cornell as another affiliation.

6. You be taken to this page. Type “Cornell University” in the text box. The box will auto-complete as you type. Don’t select “Weill Cornell Medical College” or “Weill Cornell Medical College in Qatar.”

7. Click “Next.”

8. Cornell will ask you to provide some basic information about yourself. Fill in all required fields. Where asked for your email address, enter your Cornell email address. This is important for Cornell to track course completions for students and staff. For future reference, the "My Reports" section on your profile page now provides access to course completion data for both your current active affiliation and for past affiliations that are no longer active. You may receive credit for training modules completed while you were at another institution, depending on the type of training and how long ago you completed it.

9. If you have questions or need help, please email irbhp@cornell.edu, or rcr@cornell.edu

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