How to Access COI Training in CITI

If You Have Registered on CITI Before:

2. Enter your username and password, then click on “Log In.” The system will take you to “Iowa State University Courses,” a list of courses for which you had previously registered.
3. If Conflict of Interest is listed under “Iowa State University Courses” click on “Conflict of Interest” to begin or resume the course.
4. If Conflict of Interest is not listed under “Iowa State University Courses”:
   a. Click on “Add a course or Update Learner Groups for Iowa State University.”
   b. Once you are on the page entitled “CITI Course Enrollment Procedure,” find “Would you like to take the Conflict of Interest mini-course?” and answer “Yes.”
   c. Click on “Submit” at the bottom of the page.
5. If you have not previously completed the Integrity Assurance Statement, you will be asked to complete it at this time by clicking on a link entitled “Complete the Integrity Assurance Statement before beginning the course.”
6. Once the Integrity Assurance Statement has been completed, complete the four modules under “Conflict of Interest – Stage 1” by clicking on the links located in the Required Modules section.

If You Have Never Registered on CITI Before:

2. In the middle of the page, find the blue box labeled “Create an account” and click on the “Register” button.
3. CITI – Learner Registration Steps:
   a. Step 1: Select your Organization Affiliation. Type “Iowa State University” in the search box, then click on “Continue to Step 2.”
   b. Step 2: Personal Information. Enter your name and email address in the appropriate fields, then click on “Continue to Step 3.”
   c. Step 3: Create your Username and Password. Choose your username and password and fill in the appropriate fields, then click on “Continue to Step 4.”
   d. Step 4: Country of Residence. Select your Country of Residence, then click on “Continue to Step 5.”
   e. Step 5: Continuing Education (CEU) credit. Select your preferences in this step, then click on “Continue to Step 6.”
f. **Step 6: Provide Information Requested by Iowa State University.** Answer the questions in this step. For “Role in Research” select the role closest to yours (may be “Principal Investigator” or “Co-Investigator”). Under the Question “which course do you plan to take?” select “Other.” After completing Step 6, click on “Continue to Step 7.”

g. **Step 7: Select Curriculum.** Select “Yes” to the question “Would you like to take the Conflict of Interest mini-course?,” then click on “Complete Registration.”

h. Under “Welcome to the CITI Program. Your registration with Iowa State University is complete,” click on “Finalize Registration.”

4. Under “Iowa State University Courses,” click on Conflict of Interest.

5. Click on the link “Complete the Integrity Assurance Statement before beginning the course” and complete the Integrity Assurance Statement. Once you have completed the Integrity Assurance Statement, click on Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI Basic) to continue.

6. Complete the four modules under “Conflict of Interest – Stage 1” by clicking on the links located in the Required Modules section.