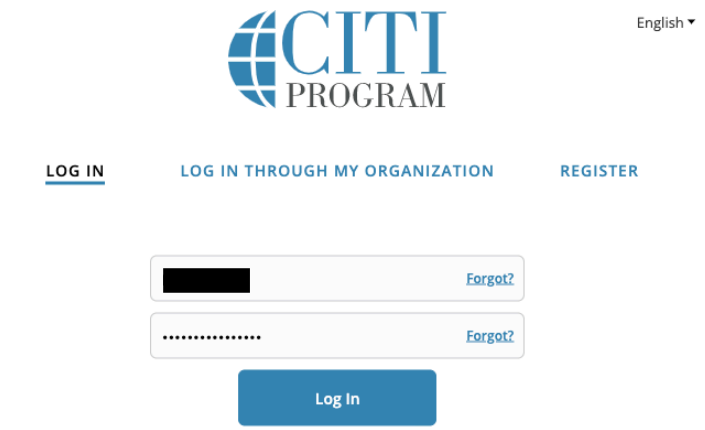
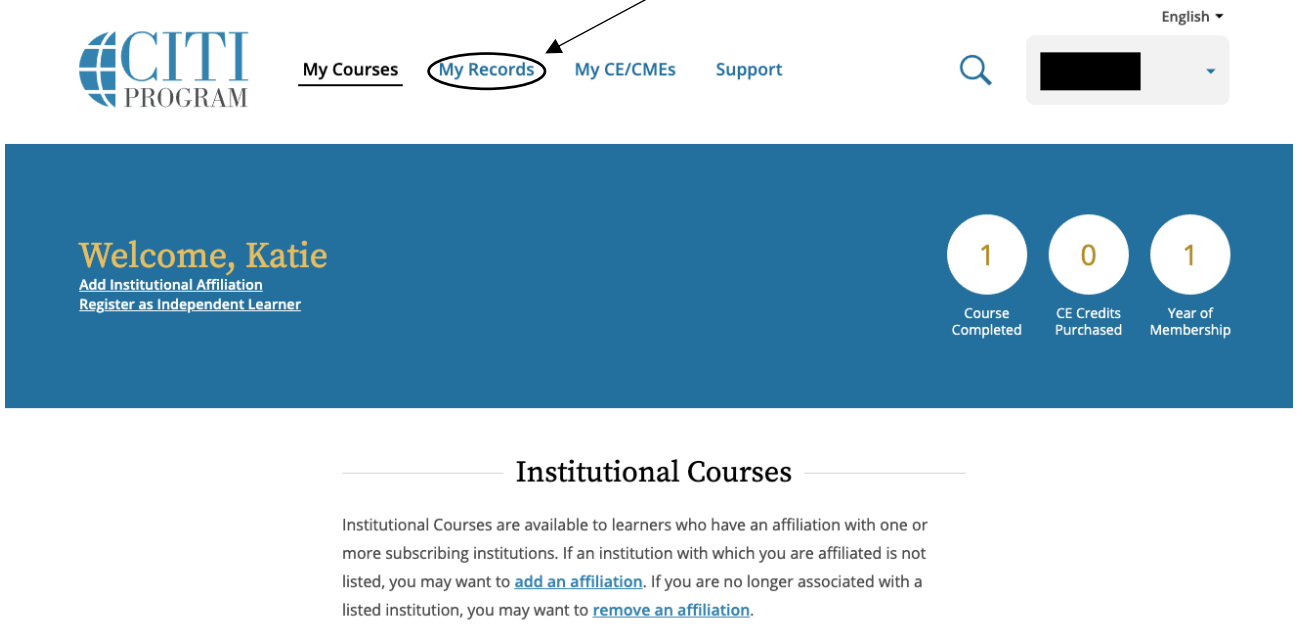
HOW TO: Access your CITI Certificate for an IRB Protocol Submission

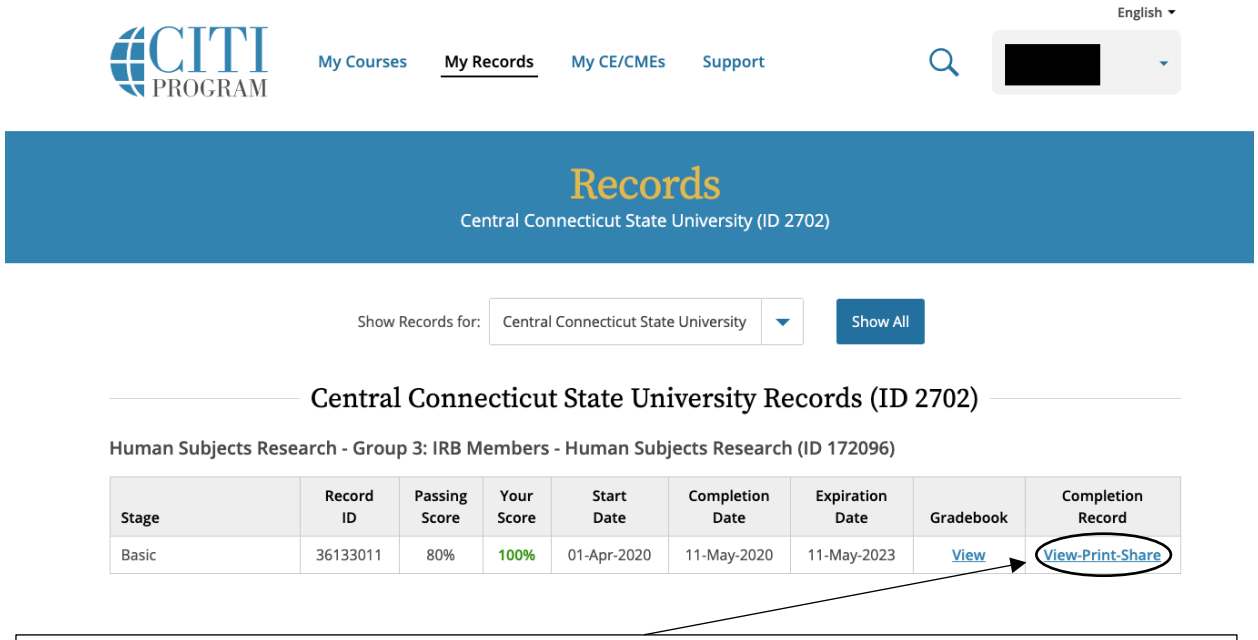
If you have any questions, please contact irb@ccsu.edu.



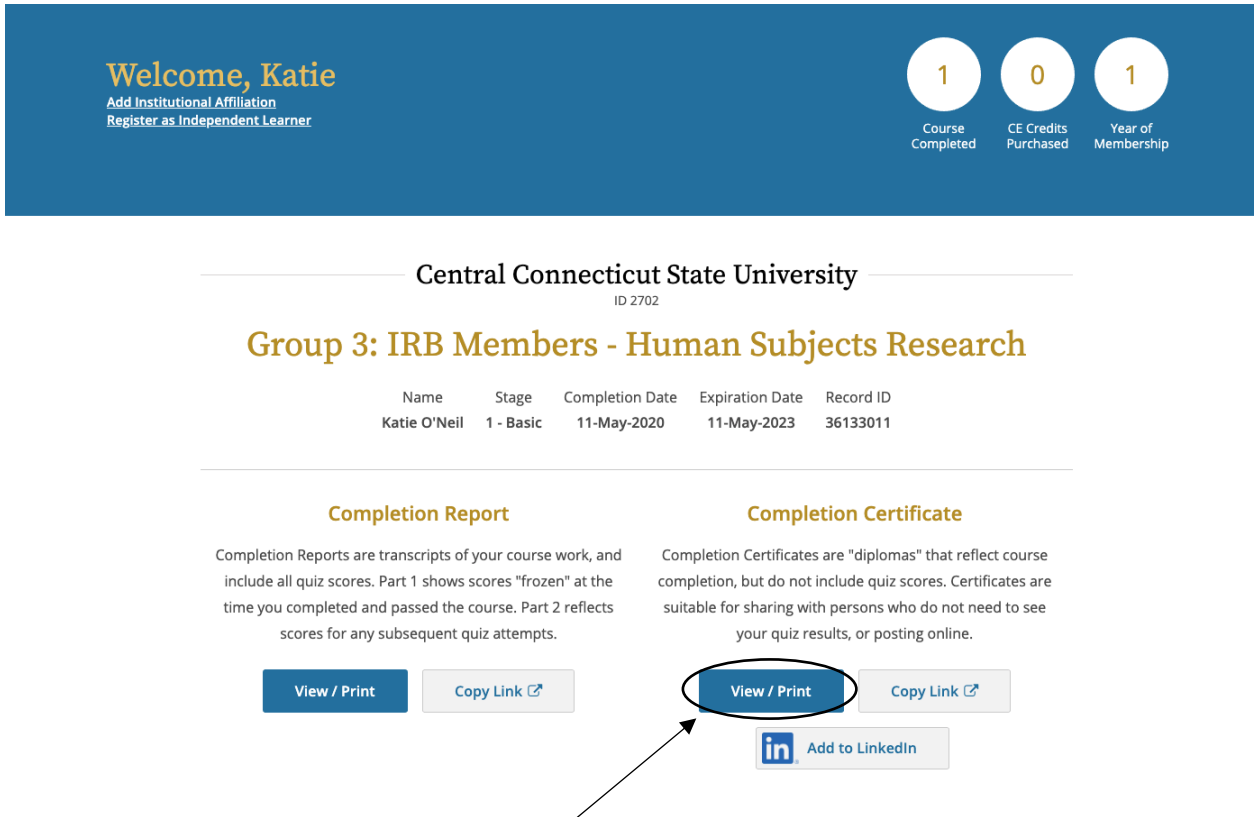
Start by logging into the CITI website through this link: https://www.citiprogram.org/index.cfm?pageID=14

Upon logging in, your dashboard should look like the screen below. Click on "My Records". This will bring up a page to show all courses you have taken.





This page shows you the courses you have started and/or completed. Click on "View-Print-Share" under "Completion Record" for the proper CITI training to access the CITI certification.



You will see "Completion Report" and "Completion Certificate". For an IRB Protocol Submission, the CITI Completion Certificate needs to be attached to the protocol. You can access this by clicking on "View/Print" under "Completion Certificate". This will open your certificate in another page where you can download the certificate.