

Creating a New CITI Account/Accessing an Existing CITI Account (January 2024)

Link: <http://citi.research.ucf.edu/>

Accessing CITI COI Training

To create a New CITI Account:

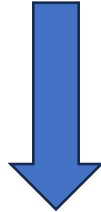


1. Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
2. Enter your UCF NID and NID password.
3. Click "Sign On".
4. Click "Continue" to match your SSO (single sign on) account with a CITI Program account.
5. Select "I don't have a CITI Program account and need to create one."
6. Select "Click here to create a new CITI Program account." Your learner profile is automatically populated.

To access an Existing CITI Account:



1. Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
2. Enter your UCF NID and NID password.
3. Click "Sign On."



Enrolling into a New Course on CITI (January 2024)

1. On the main page of the CITI website, at the top of the page, click *My Courses*



[Courses](#) [Organizations](#) [Individuals](#) [About](#) [Job Board](#)



My Courses

[Support](#) [FAQ](#) [Contact Us](#)

My Cart (0)

2. Under *Institutional Courses* click *View Courses*

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Central Florida

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

3. Next to *Active Courses* click *Learner Tools* it will lead you to step (4).

Show Courses for:

University of Central Florida



[Institution List](#)

University of Central Florida

Active Courses

You have no active courses for this Institution.

[Learner Tools](#)

Courses Ready to Begin

You have no courses ready to begin for this Institution.

[Learner Tools](#)

Completed Courses

[Learner Tools](#)

4. Under *Learner Tools for University of Central Florida* click *Add a Course*

Learner Tools for University of Central Florida

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

5. You will be brought to a page with (20) questions, for the required COI training, you will scroll down to question (4) titled *Conflicts of Interest COI* - please click *Enroll in COI Basic/Refresher Course*

Question 4

Conflicts of Interest (COI)

Investigators (PI, Co-PI, project director, and any other person who is responsible for the design, conduct, or reporting of research) are required to complete the COI Basic Course prior to engaging in sponsored research and the COI Refresher Course every four (4) years thereafter. For more information see

<http://www.coi.ucf.edu/training.html>

- ☒ Enroll in COI Basic/Refresher Course.
- ☐ Not at this time.

6. You will then scroll to the bottom of the page and click *Submit* which is below question (20) **Note: Only answer question (4). No other questions need to be answered.**

Question 20

Compensation Reporting

Would you like to take the Compensation Reporting course?

☐

Yes

☐

Not at this time.

A blue rectangular button with the word "Submit" in white text. The button is enclosed in a red rectangular border.

7. If you need additional help, please contact coi@ucf.edu or support@citiprogram.org or call 888.529.5929 for technical support.