

Required CITI COI Training (2025)

How to Create or Access Existing CITI Account

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

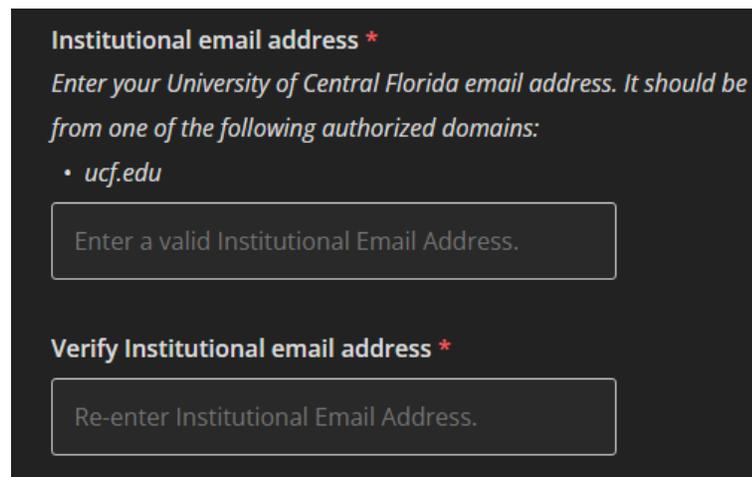
To create a New CITI Account:

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

NOTE: When creating a new CITI account, provide the email address issued to you by the University of Central Florida (@ucf.edu). This allows UCF officials to identify your learning records in reports. If you have not been issued a UCF email address, use the email address associated with your sponsored account instead. A warning message will appear. Click "Continue" to proceed with the registration.



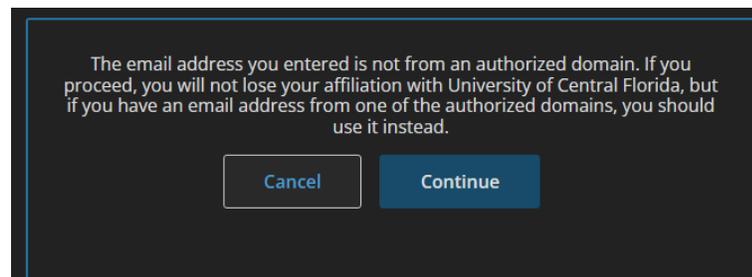
Institutional email address *
Enter your University of Central Florida email address. It should be from one of the following authorized domains:

- *ucf.edu*

Enter a valid Institutional Email Address.

Verify Institutional email address *

Re-enter Institutional Email Address.

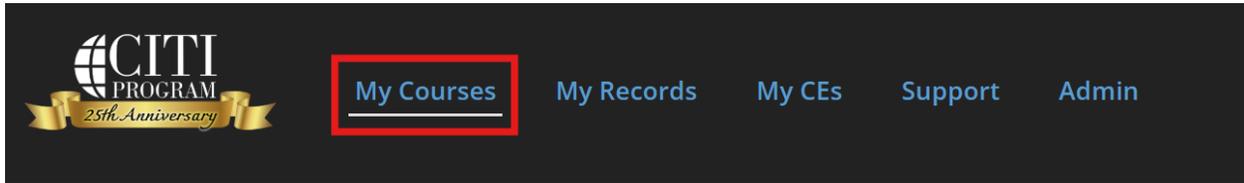


The email address you entered is not from an authorized domain. If you proceed, you will not lose your affiliation with University of Central Florida, but if you have an email address from one of the authorized domains, you should use it instead.

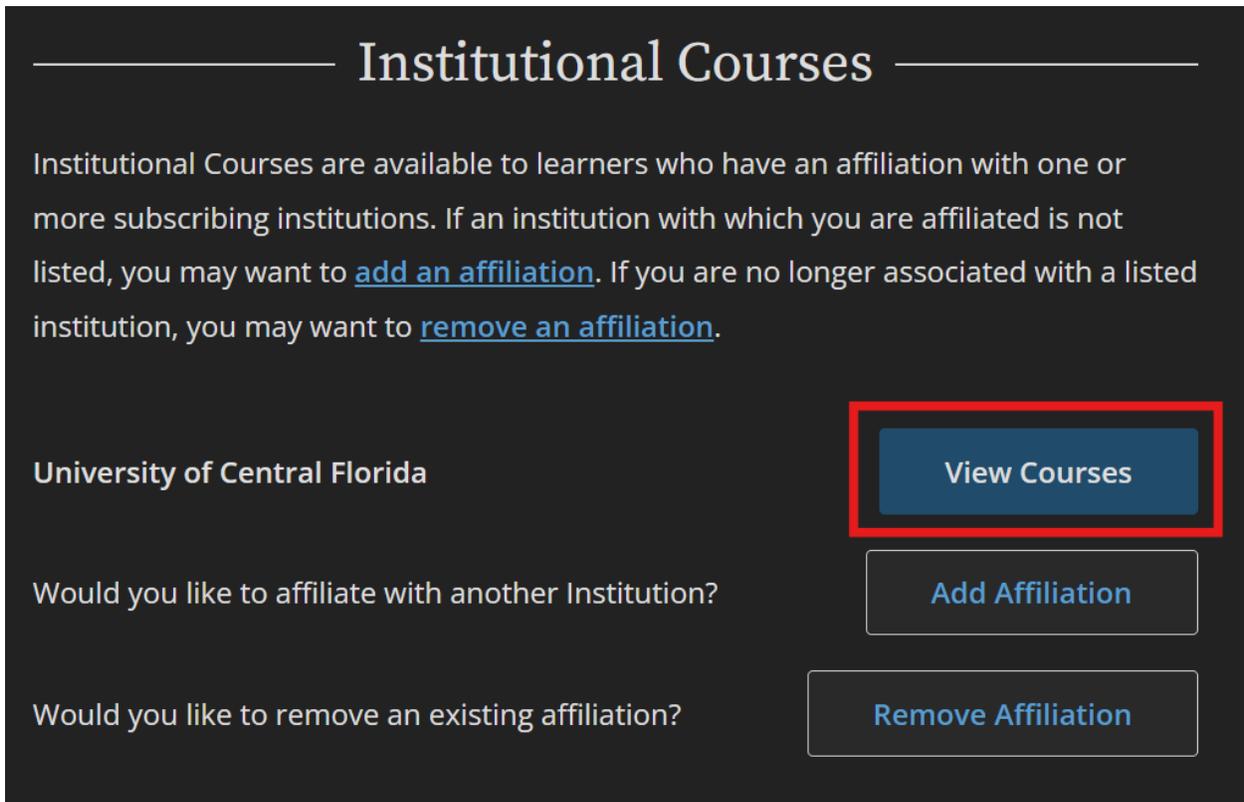
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How to enroll into the required CITI COI training

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



2. Click “View Courses”



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3. Click “Learner Tools”

University of Central Florida

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

You have no courses ready to begin for this Institution.

Completed Courses [Learner Tools](#)

4. 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](#)

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5. You will be brought to a page with (20) questions, only answer question (4). 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. Scroll to the bottom of the page and click “Submit” (Below Question 20)

Question 20

Compensation Reporting

Would you like to take the Compensation Reporting course?

Yes

Not at this time.

Submit

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