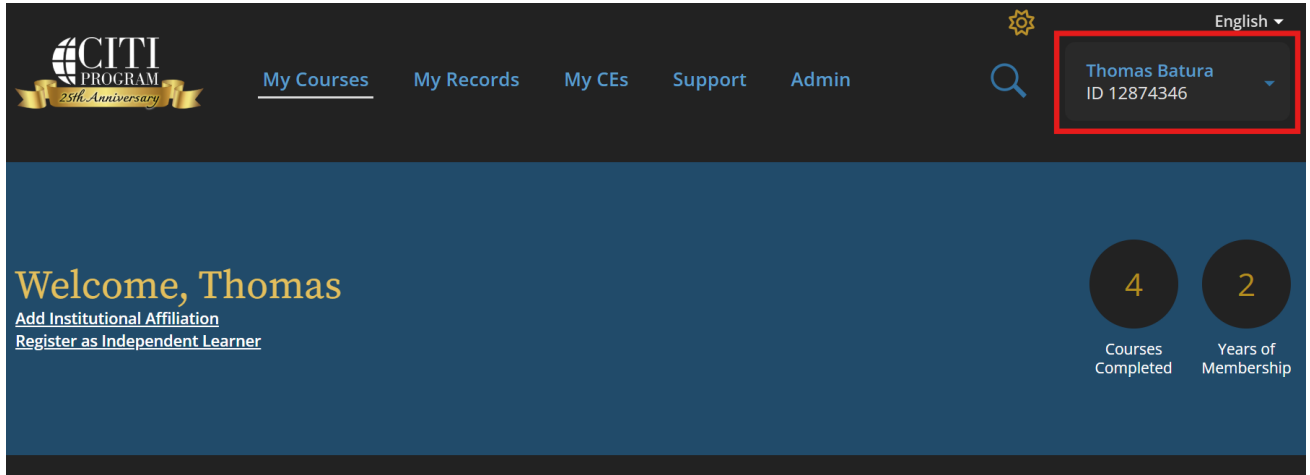
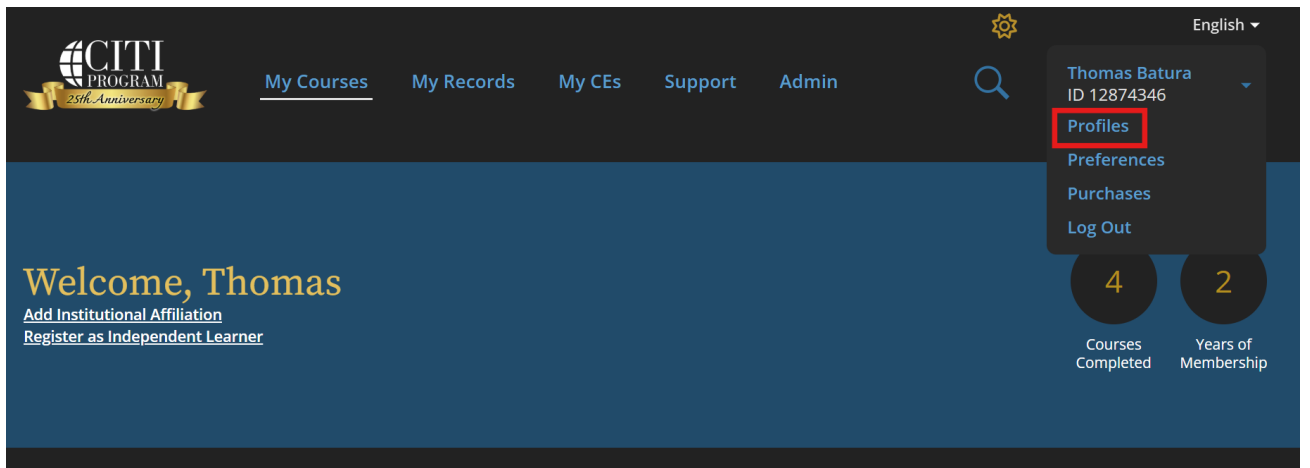


How to update your email in CITI

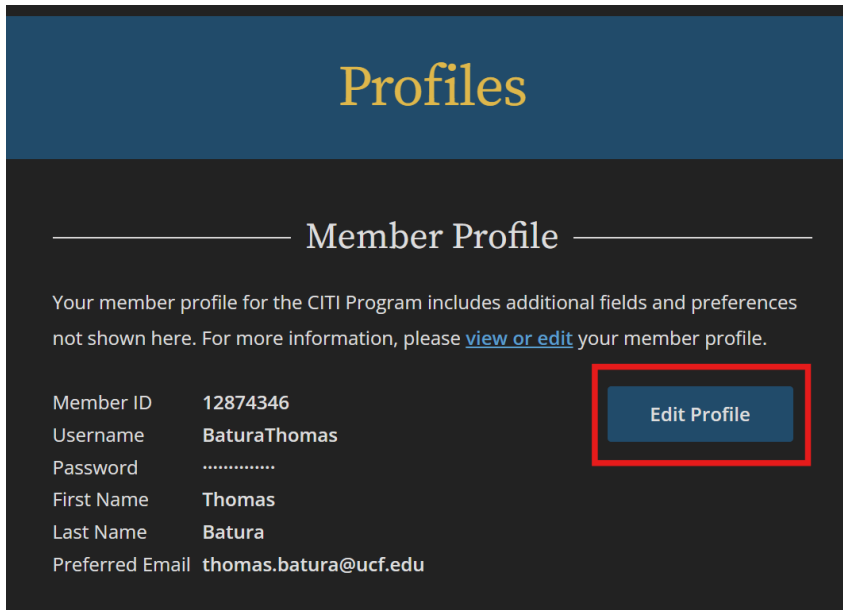
1. On the main page, navigate to the profile box and click the drop-down arrow.



2. Click "Profiles"



3. Click “Edit Profile”



Profiles

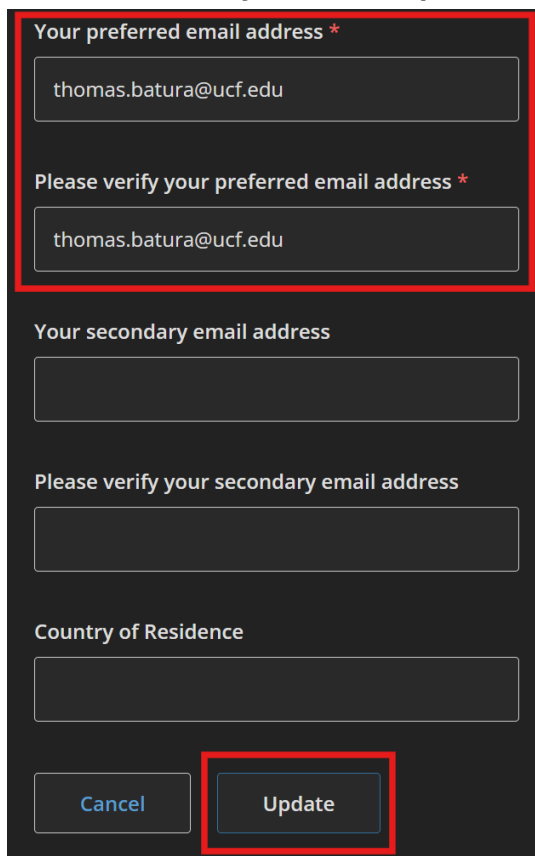
Member Profile

Your member profile for the CITI Program includes additional fields and preferences not shown here. For more information, please [view or edit](#) your member profile.

Member ID	12874346
Username	BaturaThomas
Password
First Name	Thomas
Last Name	Batura
Preferred Email	thomas.batura@ucf.edu

[Edit Profile](#)

4. Scroll down to “Your preferred email address” & “Please verify your preferred email address.” Update both fields with your UCF (@ucf.edu) email address listed in Workday. Once completed, click “Update”



Your preferred email address *

thomas.batura@ucf.edu

Please verify your preferred email address *

thomas.batura@ucf.edu

Your secondary email address

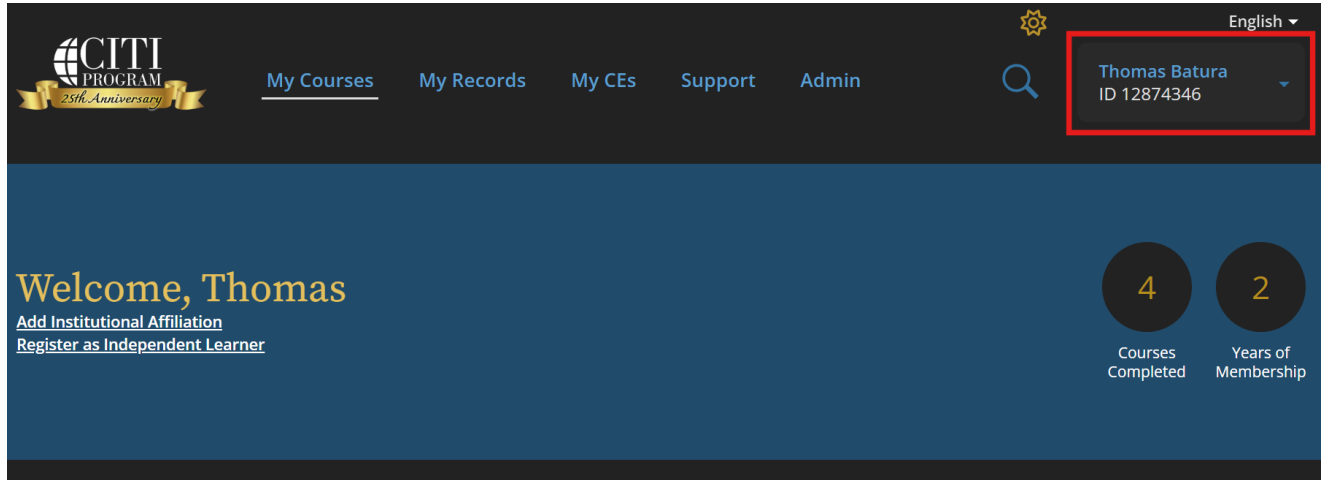
Please verify your secondary email address

Country of Residence

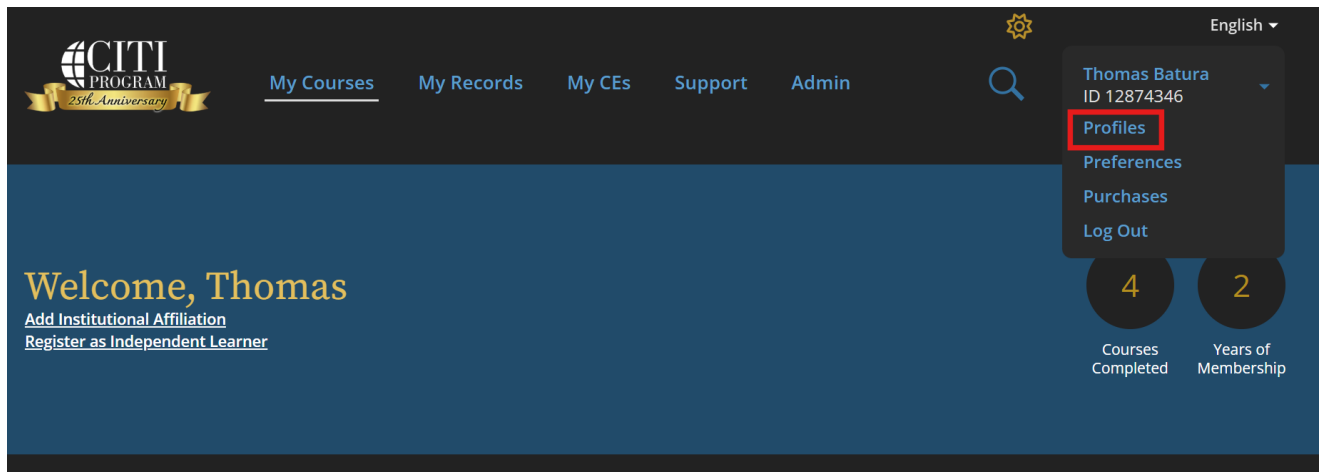
[Cancel](#) [Update](#)

How to update your UCF ID in CITI

1. On the main page, navigate to the profile box and click the drop-down arrow.



2. Click "Profiles"



3. Scroll down to “Institutional Profiles” and click “Edit Profile”

****If you do not have an institutional profile, click “Add An Affiliation” and use your UCF credentials to add University of Central Florida affiliation****

Institutional Profiles

Institutional Profiles contain additional data requested by institutions with which you are affiliated, for management and monitoring of your learning activities. To view or edit this information, use one of the Edit Profile buttons below. 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

Edit Profile

Would you like to affiliate with another Institution?

Add An Affiliation

4. Scroll down to “UCF ID Number” and update the field with your UCF ID listed in Workday.

UCF ID Number *

Your UCF ID number is a 7-digit number (no letters). Employees can find their UCF Employee ID Number on their Workday profile. Students can obtain their UCF ID Number by logging into my.ucf.edu Select Student Self Service > Personal Information > UCFID Info. (Important note: This number is different than your NID).

5. At the bottom of the page, click “Update”