CITI training Instructions: How to add/change your affiliated institution?

The steps below will assist you if you have mistakenly chosen the wrong institution, your institution has changed, or you have an affiliation with more than one institution.

1. From the Main Menu on your profile click on the link "Add Affiliation."



2. Type and choose the correct institution from the search box and click Continue.

Affiliate with an Institution
Home > Profiles > Affiliate with an Institution
To find your organization, enter its name in the box below, then pick from the list of choices provided. (i)
Sam Houston State University
✓ I AGREE to the <u>Terms of Service</u> for accessing CITI Program materials.
I affirm that I am an affiliate of Sam Houston State University. ()
Continue

- 3. Answer the member information questions required by your newly affiliated institution.
- 4. Enroll in the course(s) required by your newly affiliated institution.