How to Access COI Training in CITI

**If You** **Have** **Registered on CITI Before:**

2. Enter your username and password, and then hit “Submit.” The system will take you to “My Courses,” a list of courses for which you had previously registered.
3. **If Conflict of Interest, Stage 1 is listed in “My Courses,”** click on “Enter” or “Re-enter” to begin or resume the training.
4. **If Conflict of Interest, Stage 1 is not listed in “My Courses”:**
   a. Click on “Add a course or update your learner groups for Iowa State University.”
   b. If you get a page of instructions entitled “CITI Course Enrollment Procedure,” scroll to the bottom and click on “Continue to Question 1 at this time.”
   c. Once you are on the page entitled “CITI Course Enrollment Questions,” find “Would you like to take the Conflict of Interest mini-course?” and answer “Yes.”
   d. Click “Continue” at the bottom of the page.
5. Complete the Integrity Assurance Statement. Once you have finished, click **Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules** to continue.

**If You** **Have Never** **Registered on CITI Before:**

2. In the middle of the page, find the link “New Users—Register Here”; click it.
3. Registration Steps:
   a. Participating Institutions: Scroll down list to select Iowa State University.
   b. Select your Username and Password: Choose your own username and password and fill in the appropriate blanks.
   c. Enter Your Name: Enter your first and last name in the appropriate blanks.
   d. Enter Your Email Address: Enter and verify your email address.
   e. Click “Submit.”
4. Complete the next page of questions, filling in all required fields, and click “Submit.”
   a. “Role in research”—Select role closest to yours (may be “Principal Investigator” or “Co-Investigator”).
   b. “Which course do you plan to take?”—Select “Other.”
5. CITI Course Enrollment Procedure
   a. Scroll down about 2/3 of the page and click “yes” for Question 3, “Would you like to take the Conflict of Interest mini-course?”
   b. Click “Submit” at the bottom of the page.

6. Select your institution or organization.
   a. If you are affiliated with another university and wish to include that information at this time, select “Yes”; if no, select “No.”
   b. After clicking Yes or No, the site will take you to the next page that will allow you to begin a training module.

7. Under “My Courses,” click on Conflict of Interest, Stage 1.
   a. To begin the training module, click on Enter.

8. Complete the Integrity Assurance Statement. Once you have finished, click Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules to continue.