

Affiliating CITI Program accounts

Institutions set their own course curriculum and course modules have a unique ID Number. Individuals may receive credit for completed CITI courses through other institutions based on those matching ID numbers that match our curriculum. This allows the individual to receive credit for completed courses matching MU curriculum or be required to complete modules to match course curriculum through either a basic or refresher course. The affiliation process must be completed to receive this credit.

Use the following instructions.

1. Go to any browser and type citiprogram.org and login into your current CITI account.
FYI: Do not create a new CITI Program account through ecompliance.
2. Under Institutional Courses page choose “Add Affiliation”
3. Type **University of Missouri** into the box and choose “**Columbia**”, **this will add UMC to your current CITI account as another institution.**
4. Mark Agreement to Terms of Service and Affiliate statement, then **click Continue.**
5. Fill only boxes that have asterisks by them- be sure to set up your account using an MU or external institutional email address **-do not use a personal one.**
 - o **However, the one you choose must match the email listed in your ecompliance account.**
6. **You must also update the CITI Program preferred email address to match the email address in your ecompliance account or training may not transfer.**
7. Under the first question for **Human Subjects Research Courses:**
 - o Choose a **Learner Group** matching previously completed coursework or applicable, click “Submit” at the bottom of the page:
 - **Biomedical**
 - **Social Behavioral**
 - **Biomedical/Social Behavioral**
 - **Biomedical Refresher**
 - **Social Behavioral Refresher**
 - **Biomedical/Social Behavioral Refresher**
8. If you completed a refresher under your current CITI account, you must choose an applicable refresher course in order for that credit to show. If you only completed a basic course choose the appropriate basic course.
9. At the new University of Missouri Columbia portal under *Courses Ready to Begin*, you will see either a course with a passing grade or a required course with “Start Now” listed.
10. Click *Start Now* and follow screen instructions to complete the course as required.
11. **IRB will receive training updates on the next business day after affiliation or required course is completed.**

For more information see

- [CITI Program Course FAQs](#)
- Please contact the IRB Office at 573-882-3181 or email us at muresearchirb@missouri.edu for assistance.