

# UPDATING YOUR CITI PROFILE

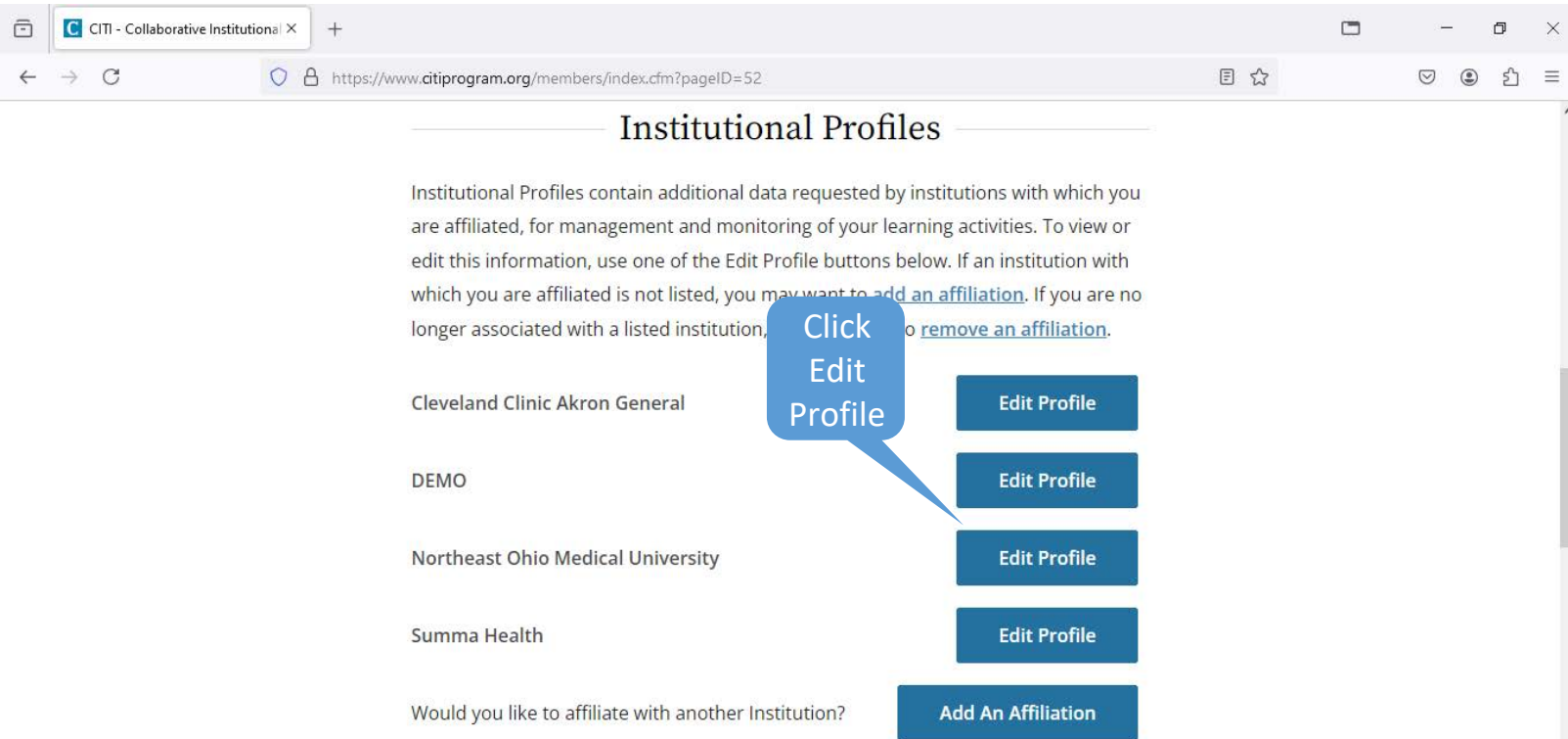
These steps must be completed in order for your CITI training to sync with eProtocol.

The screenshot shows the CITI PROGRAM user interface. At the top left is the CITI PROGRAM logo. The navigation menu includes 'My Courses', 'My Records', 'My CEs', and 'Support'. A search icon is visible. A user profile dropdown menu is open, showing the user's name 'Tricia Sloan ID' and options for 'Profiles', 'Preferences', 'Purchases', and 'Log Out'. A blue callout box with the text 'Click Profiles' points to the 'Profiles' option in the dropdown. Below the navigation, a blue banner displays 'Welcome, Tricia' with links for 'Add Institutional Affiliation' and 'Register as Independent Learner'. On the right side of the banner, two circular statistics are shown: '244 Courses Completed' and '16 Years of Membership'. The top right corner shows the language set to 'English'.

## Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. 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](#).

After your Profile opens, scroll to the bottom to Institutional Profiles. If you are not affiliated with Northeast Ohio Medical University, you will need to add.



The screenshot shows a web browser window with the address bar displaying <https://www.citiprogram.org/members/index.cfm?pageID=52>. The page title is "CITI - Collaborative Institutional". The main heading is "Institutional Profiles". Below the heading is a paragraph of text: "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](#)." Below this text is a list of institutions, each with an "Edit Profile" button: Cleveland Clinic Akron General, DEMO, Northeast Ohio Medical University, and Summa Health. At the bottom of the list is a question "Would you like to affiliate with another Institution?" followed by an "Add An Affiliation" button. A blue callout bubble with the text "Click Edit Profile" points to the "Edit Profile" buttons for the listed institutions.

## 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](#).

Cleveland Clinic Akron General	<a href="#">Edit Profile</a>
DEMO	<a href="#">Edit Profile</a>
Northeast Ohio Medical University	<a href="#">Edit Profile</a>
Summa Health	<a href="#">Edit Profile</a>

Would you like to affiliate with another Institution? [Add An Affiliation](#)

Once you click on the NEOMED Profile, your profile screen will open.

English Text size: A A Lora Nicholson ID: 3388954 | Log Out | Help

**CITI PROGRAM** Collaborative Institutional Training Initiative Search Support Center

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu > My Profiles

- ▶ CITI Program Profile
- ▶ DEMO Profile
- ▼ Northeast Ohio Medical University Profile

Please provide the following information requested by Northeast Ohio Medical University

\* indicates a required field.

\* Institutional Username  
lkn

Language Preference  
English

\* Institutional email address  
lkn@neomed.edu

Gender  
Female

Highest degree  
Associate Degree

Employee Number

\* Department  
Comparative Medicine Unit

You will need to enter your newly created NEOMED Active Directory/Office 365 login credential here.

You will need to enter your newly created NEOMED e-mail address here.

Make sure you scroll all the way down the page and then select Update. It will take CITI ~ 24 hours to update within their system and sync with the eProtocol system.

Please contact the NEOMED Regulatory Affairs Coordinator if there are any questions or concerns.

PHONE: X-6559 or 330.325-6559

E-MAIL: [psloan@neomed.edu](mailto:psloan@neomed.edu)