Office of the Vice President for Research
Iowa State University

Unit: Office of Research Integrity
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How to Access Conflict of Interest (COI) Training in CITI Guidelines

If you have registered on CITI before:
1. Enter website: www.citiprogram.org
2. Click blue "Log In" button on top right corner of the page.
3. Enter your username and password, and then hit "Log In." The system will take you to "*Iowa State University Courses*," a list of courses for which you had previously registered.
4. **If Conflict of Interest Course is listed in "*Iowa State University Courses*,"** click on it to begin or resume the training, then skip to number 6 below.
5. **If Conflict of Interest Course is not listed in "*Iowa State University Courses*":**
   a. Click on "Add a course."
   b. You will 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 Question 6 and select "CITI Conflict of Interest." Click "Submit" at the bottom of the page. Then go back to number 4 above.
6. Complete the Integrity Assurance Statement. Once you have finished, click on the first of four required modules to begin the course.

If you have never registered on CITI before:
1. Enter website: www.citiprogram.org
2. In the top right of the page, find the "Register" button. Click it.
3. Registration Steps:
   a. Go to the CITI training website.
   b. Click on the "Register" button located on the top right of the page.
   c. Complete the steps in the registration form as follows:
      i. Step 1: Enter "Iowa State University."
      ii. Step 2: Enter your name and ISU email address.
      iii. Step 3 through Step 6: Complete the requested information.
      iv. Step 7: Scroll down to the bottom of the page and click "Conflict of Interest."
   d. If your registration is complete, click on "Finalize Registration."
   e. Once your account is created, you may log in and take the CITI Conflict of Interest course by following the directions in the top section of these instructions.

Please Note: If you have already registered with CITI at another institution, you may transfer CITI training records to Iowa State by completing the following steps:
1. Access your CITI account and click on the "Affiliate with another institution" link. Choose Iowa State University from the drop-down menu. When prompted, choose the Conflict of Interest course you completed previously.
2. Click on "My Profiles" at the top of the page and select "Change my email address." Enter your ISU email address where prompted.