

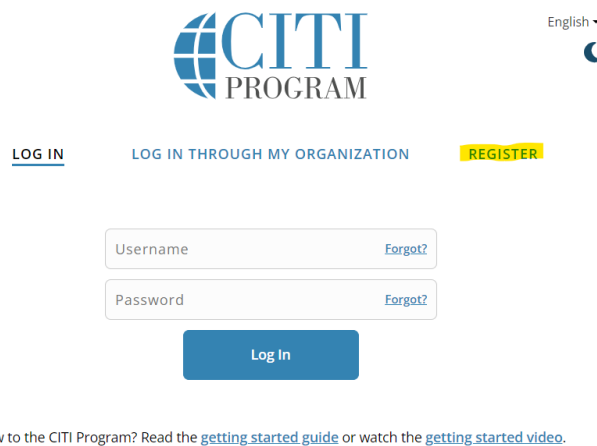
How to Complete the CITI COI Course

1. Go to the CITI Login webpage: [CITI - Collaborative Institutional Training Initiative \(citiprogram.org\)](https://citiprogram.org)



The screenshot shows the CITI Program login page. At the top center is the CITI PROGRAM logo, which consists of a globe icon and the text 'CITI PROGRAM'. To the right of the logo is a language dropdown menu set to 'English' with a moon icon. Below the logo are three navigation links: 'LOG IN' (underlined), 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. The 'LOG IN' link is active. Below these links are two input fields: 'Username' and 'Password', each with a 'Forgot?' link to its right. A blue 'Log In' button is positioned below the password field. Below the button, there is a link to a 'getting started guide' and a link to a 'getting started video'. At the bottom, there is a 'Need Help?' section with links to 'Support Center' and 'Status Page'. A cookie notice is at the very bottom, stating that cookies are used for analytics and user preferences, with a link to a 'Cookie FAQ'.

2. For **FIRST TIME CITI USERS**: If you do not already have an account with CITI, you will need to create a new account by clicking “Register.”



This screenshot is identical to the one above, but the 'REGISTER' button is highlighted with a yellow background. The 'LOG IN' link remains underlined, and the 'Log In' button is still visible below the password field.

- a. For more information, please refer to CITI’s [Guide to Getting Started \(citiprogram.org\)](https://citiprogram.org)



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- b. When creating your account, select “Albert Einstein College of Medicine” as your institutional affiliation. **Select Einstein even if you are employed by Montefiore.** You will have to type in “Albert Einstein College of Medicine” and the option will load. Click this option.



English ▾

LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

Independent Learner Registration

This option is for persons affiliated with a CITI Program subscriber organization.

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)
[Status Page](#)



English ▾

LOG IN

LOG IN THROUGH MY ORGANIZATION

REGISTER

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Albert Einstein College of Medicine

Albert Einstein College of Medicine only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of Albert Einstein College of Medicine.

Create a CITI Program account



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- c. CITI will ask for your “role” when affiliating your account with Einstein. If you are a faculty member, please select “Faculty.” If none of the options match your title, please select “Principal Investigator” or “Co-Investigator.”
3. For **USERS WHO HAVE COMPLETED PREVIOUS CITI TRAININGS:** Please note that your CITI account will be a separate account from your Einstein Montefiore login credentials. You must log in using your separate CITI username and password.
4. If you already have an account but have forgotten your login information, click "Forgot?" on the login page to reset your account.



English 


[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

Username

[Forgot?](#)

Password

[Forgot?](#)

Log In

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)
[Status Page](#)

5. After logging in, click "View Courses" under "Institutional Courses" next to Albert Einstein College of Medicine to see if you have completed COI CITI training.

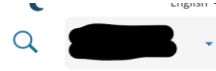


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Montefiore



[My Courses](#) [My Records](#) [My CEs](#) [Support](#) [Admin](#)



Welcome, [redacted]
Add Institutional Affiliation
Register as Independent Learner

2 Courses Completed
1 Year of Membership

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](#).

Albert Einstein College of Medicine

[View Courses](#)

Activate Windows
Go to Settings to activate Windows.

6. If you have never taken the COI CITI course, click “view courses” next to your Einstein affiliation > Scroll down to “Learner Tools for Albert Einstein College of Medicine” and click Add a Course > Check Albert Einstein College of Medicine > check "Conflict of Interest (COI)."

Learner Tools for Albert Einstein College of Medicine

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

SUPPORT
support@citiprogram.org
[888.529.5929](tel:888.529.5929)
M - F: 9:00 a.m. - 7:00 p.m. ET)

LEGAL
[Accessibility](#)
[Copyright](#)
[Privacy and Cookie Policy](#)





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For questions regarding course requirements or question selections, please contact:

Office of Human Research Affairs

Email: irb@einsteinmed.edu.

Phone: 718-430-2237

Website: [Office of Human Research Affairs Website](#).

For technical support regarding the CITI Program Website please contact [CITI Program Support](#).

[View Instructions Page](#)

Which institution are you affiliated with?

This question is required. Choose all that apply.

- Albert Einstein College of Medicine
- White Plains Hospital

Start Over

Next

0 of 10 questions

Select Curriculum

Albert Einstein College of Medicine

Select the course(s) you wish to complete:

Choose all that apply.

- Human Subjects Research (HSR)
- Good Clinical Practice (GCP)
- ALL of the CITI Program content
- Animal Care & Use (ACU)
- Conflict of Interest (COI)
- Responsible Conduct of Research (RCR)
- Stem Cell Research
- Clinical Research Coordinator (CRC)
- COVID-19: Back to Campus (2020-2021)
- GDPR for Research and Higher Ed
- Research Study Design (RSD)
- Biosafety/Biosecurity (BSS)
- Good Laboratory Practice (GLP)
- French Courses
- A Beginner's Guide to Being a Sponsor-Investigator



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7. If this is your first time completing the COI course, the “stage 1” course is appropriate. If you have completed the COI course in the past and need to renew your training, the “stage 2” course may be used to renew your training for 4 more years.
8. The COI CITI course needs to be completed every 4 years.
9. Please note if you have completed the COI CITI course in the past, you may need to take it again if it has expired.