Merging CITI Institutional Affiliations

If you have completed CITI training before while affiliated with another institution, you will need to complete these steps after registration.

==***Important Note:** You need to use your Chatham email as your primary email when you are creating or updating/merging your CITI account. Do not use any capital letters in your Chatham email. If you use capital letters, the CITI training will not sync with Cayuse and the IRB cannot easily confirm your CITI training.==
(for example, your email in CITI should look like this – jsmith@chatham.edu Note the email address is completely in lowercase letters)

1) Log in to your account at citiprogram.org
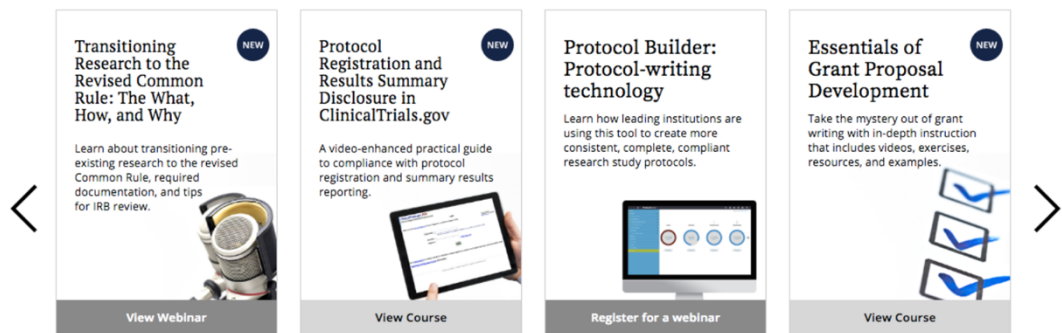
2) Scroll down to the "Institutional Courses" section and click "Add Affiliation"

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**.

Chatham University   **View Courses**

Would you like to affiliate with another Institution?   **Add Affiliation** ★

Would you like to remove an existing affiliation?   **Remove Affiliation**

3) Search the name of your previously affiliated institution. It should appear in the white box. Click the name or hit enter.

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

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Allegheny College

4) Check the two check boxes by clicking on them.

Home › Profiles › Affiliate with an Institution

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

Allegheny College

✔ I AGREE to the Terms of Service for accessing CITI Program materials.

✔ I affirm that I am an affiliate of Allegheny College. ⓘ