

Ensuring CITI Training is Reflected in IRBManager Profile

When linked properly, CITI certification expiration dates will appear in Researchers' IRBManager user profiles. CITI certificates will no longer need to be uploaded to IRB applications.

*****As a reminder, CUNY Researchers are required by [CUNY policy](#) to use their CUNY email addresses when registering for online services for CUNY research-related purposes.*****

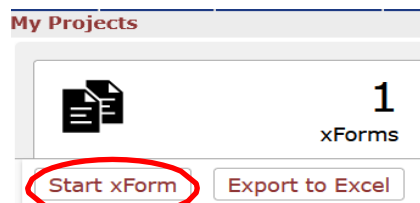
Step 1: Adding CUNY college email to CITI User Profile

- i. Log into the [CITIProgram](#) website
- ii. In the upper right-hand corner, under your name and ID, click on the down arrow
- iii. On the drop-down menu, select "Profiles"
- iv. Under "Member Profiles", click "Edit Profile"
- v. In the "Profiles" page, scroll down until you see "Your preferred email address"
- vi. Confirm that this is your current CUNY college email address, or revise if needed (do NOT use your CUNYfirst credentials ending in @login.cuny.edu)
- vii. Do not forget to confirm or revise your CUNY email address in the "Please verify your preferred email address" section as well
- viii. If you prefer, your personal email address can be entered as Your Secondary Email Address
- ix. Click on the **BLUE** "Update" button at the bottom of the page

Step 2: Adding CUNY college email address to IRBManager Profile

Once you've completed the process above, please follow these instructions:

- x. Log into [IRBManager](#) using your CUNYfirst credentials
- xi. Under "My Projects" screen (*Dashboard* tabs), click on "Start xForm"



- xii. Click on the "Update My Email Address" xForm
- xiii. Type your CUNY college email address under "New Email Address", then click "Submit"

Use the same CUNY email address previously added as your "Preferred Email Address" in the CITIProgram website (see Step 1 above).

Step 3: Confirming CITI Expiration Linkage

- xiv. Log into [IRBManager](#), where you will see your Dashboard screen
- xv. Click on the "Settings" icon (appears as the person icon at the top-right corner of the screen)
- xvi. In the "Settings" page, click on the "My Expirations" tab
- xvii. Your CITI HSR expiration date should appear under the "Expirations" page within 1-2 business days.
- xviii. Contact your [HRPP Coordinator](#) if you do not see your CITI HSR expiration information in the "Expirations" page

