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[Home](#) › [Information for Learners](#) › Guide to CITI Navigation

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## Guide to CITI Navigation

### Main Menu

When you first log into your account, the first thing you would see is the Main Menu. Please take note of your name and CITI Member ID number in the top right corner. This will be present on all CITI Program pages if you are logged in your account.

From here, you can view your active **Courses**, **Learner Tools**, and update your affiliations.

**Courses:** To [begin a course](#), click on the title of it. Your current status can be viewed at a glance from the Main Menu. Once you have completed the course, you may also access the Completion Report for it from here.

### My Learner Tools

- **Add a Course or Update Learner Groups:** If you need to [update your enrollment](#), you may do so here.
- **View Previously Completed Coursework:** View your past completions, expirations, and access completion reports.
- **Update Institution Profile:** Update your contact information, institutional identifiers (email/IDs), role in research, or [other institution-specific information](#)
- **View Instructions page:** Your institution may provide contact information or guidance here if you are unsure of your requirements or need assistance accessing a course.
- **Remove Affiliation:** [Remove this institution](#) from your profile. You will no longer have access to courses under the institution unless you re-affiliate.



## My Profiles

**CITI Program Profile:** You may change your name, update your email address, manage CE credit preferences, and update your security question and other personal information.

**Institution Profiles:** Below the CITI Program Profile, a Profile will be listed for each institution you are affiliated with. You may update your contact information, institutional identifiers (email/IDs), role in research, or [other institution-specific information](#)



## My CEUs

Manage your CE credit preferences. If you have purchased CE credits, you may also access any of your certificates from here. More information regarding CE credits can be found here: <https://support.citiprogram.org/customer/portal/articles/1719368-qualifying-for-and-purchasing-ce-credits>

English Textbook: A & First Last ID: 0560077 | Log Out | Help

**CITI PROGRAM** Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu: My Profile My CEUs My Reports Support

Home Menu: CE Eligibility

### Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institution's training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for recertification are available for most CITI courses - please see "Course List" link under the "CE Credits" tab on signpage for details.

Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, type of credits you wish to earn at bottom of page. Please read texts entered for each option carefully:

**YES**

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course:

YES

**NO**

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

NO

**If you picked "YES", please check below the one type of credit you would like to earn:**

MDs, Dds, PAs - AMA PRA Category 1 Credits TM

Psychologists - APA CPEs

Nurses - ANCC CNE

Other Participants - Certificates of Participation

Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

## My Reports

Access completion reports, view expiration dates, scores and other information for all your current and past affiliations.

**Completion Report:** Once you have completed a course, a **View** link in the Completion Report column will appear. From here you may access the completion report. Completion reports are downloaded in PDF format, so please ensure you have the latest version of Adobe Reader or a similar PDF-viewing application installed.

English Textbook: A & First Last ID: 8540678 | Log Out | Help

**CITI PROGRAM** Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu: My Profile My CEUs My Reports Support

Home Menu: Previously Completed Courses

NOTE: The My Reports section now provides access to course completion data for both your current/active affiliations and for past affiliations that are no longer active.

**DEMO Reports**

Human Subjects Research (HSR)

**DEMO - Basic Biomedical (Bioried) Modules**

Stage	Completion Report #	Passing Score	Final Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report
Basic Modules	1647748			Due Now	N/A	N/A	View	N/A

Last Updated: 12-Mar-2017 9:16 p.m. EDT

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