

## **How to affiliate an existing CITI account to Lurie Children's**

If you already have an existing CITI account and need to affiliate with Lurie Children's, please instructions on how to affiliate existing account with Lurie Children's (link instructions).

1. Go to the CITI [website](#)
2. Click "Log In" located in the top right corner of the page and enter your existing username and password.
3. To affiliate your existing account with Lurie Children's, and transfer your completed courses, follow the steps found on the CITI [website](#).
4. Ensure that the [institutional](#) email address listed in your Lurie Children's CITI profile matches the email address in your Cayuse profile. To change your institutional email address listed in CITI, go to "My Profiles" and scroll down to select the "Ann & Robert H. Lurie Children's Hospital of Chicago Profile", update the institutional email address as necessary. Click "Update Profile" to save.
5. Once affiliated with Lurie Children's, click "Add a Course" under your "Ann & Robert H. Lurie Children's Hospital of Chicago Profile".
6. In Question 1, select either the Biomedical or Social-Behavioral group for the Human Subjects Research (HSR) and/or Good Clinical Practice (GCP) Basics course(s) that you have completed. If you have also completed a refresher training, and need to transfer this coursework, please indicate this in Question 2. If your basics training has not expired, and you do not need to transfer coursework for a refresher training, please select "Not at this time" in Question 2.

Please note: CITI will populate all institutional courses even if you have already completed these courses.

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## Question 1

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### Select your Group

Please make your selection below based on your group or role to enroll in the training you need:

- Biomedical Researchers** - Selecting this option will enroll you in the following courses:
  - Human Subject Research for Biomedical Researchers -Good Clinical Practice for Biomedical Researchers
- Social-Behavioral Researchers** - Selecting this option will enroll you in the following courses:
  - Human Subject Research for Social-Behavioral Researchers -Good Clinical Practice for Social-Behavioral Researchers
- Not at this time

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## Question 2

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Select your Group if you have already completed a Basic course and need a REFRESHER course Please make your selection below based on your group or role to enroll in the REFRESHER training you need:

- Biomedical Researchers Refresher Course
- Social-Behavioral Researchers Refresher Course
- Not at this time

7. Enroll in the courses that are applicable to you: HSR and/or GCP. The courses will populate on your homepage, and any modules shared between the institutions will have the credit transferred automatically.

**Please note:** If you have completed the required CITI courses and affiliated your account but the records aren't populating, you will need to contact [CITI support](#) and request to have your completed courses be merged

8. If the course states incomplete, or your certification has expired, click the course name to complete the necessary modules. You will need to complete and pass all required modules to earn your completion certificate(s).

9. Please keep a copy of your certificate(s) in your study records.