INSTRUCTIONS FOR ACCESSING REQUIRED
TTUHSC EL PASO CONFLICT OF INTEREST TRAINING MODULES

Access the CITI training at www.citiprogram.org.

a. <u>If you have previously taken a CITI course at TTUHSC El Paso:</u>
- Log in using your CITI username and password (reminder/reset links are available).
- Click to affiliate with "Texas Tech University Health Sciences Center-El Paso" by clicking on "Click here to affiliate with another institution." Then select "Texas Tech University Health Sciences Center-El Paso."
- After verifying/updating your information, click on the Main Menu screen. Under "Texas Tech University Health Sciences Center-El Paso," click on "Add a course."
- On the next screen, answer "Not at this time" to all questions except for the Conflict of Interest training (question 7), which should be selected. Click "Submit" at the bottom.
- When you return to the Courses page, you should see the additional course listed and indicated as "Not started." Click on the title of the course to begin.

b. <u>If you have not previously taken a CITI course at TTUHSC El Paso:</u>
- Select "Register" and follow the instructions to register. Be sure to affiliate with "Texas Tech University Health Sciences Center-El Paso" and <u>not</u> with "Texas Tech University" or "Texas Tech University Health Sciences Center."
- Complete the registration steps. Make sure to use your TTUHSC email, unless you are an outside collaborator.
- After registering, you will be directed to the Select Curriculum page. On the next screen, answer "Not at this time" to all questions except question 7 for conflict of interest. Click "Submit."
- On the next screen, you should see the Conflict of Interest course listed. Click on the title of the course to begin.

Once you have completed the training, print your completion certificate for your records. The TTUHSC El Paso Office of Research Resources will automatically receive verification of completion.