

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

Access the CITI training at [www.citiprogram.org](http://www.citiprogram.org)

- a. If you have previously taken a CITI course at TTUHSC:
  - Log in using your CITI username and password (reminder/reset links are available)
  - After verifying your information, the main menu screen will appear. In the middle of the screen, in red, you should see the words "Add a course or update your learner groups." Click on those words.
  - On the next screen, answer No to Questions 1-3. Answer Yes to Question 4 "You are about to be directed to the Conflict of Interest." Click to continue.
  - Under "My Courses" on the next page, you should see the conflict of interest course listed. Click the red word "Enter" to begin the course.
  
- b. If you have not previously taken a CITI course at TTUHSC:
  - Click on the words "Register" and follow the instructions to register. Be sure to affiliate with Texas Tech University Health Sciences Center and not with Texas Tech University.
  - Complete the registration steps.
  - After registering, you will be directed to the Select Curriculum page. Answer No to Questions 1-3. Answer Yes to Question 4 "You are about to be directed to the Conflict of Interest." Click to submit.
  - Verify that you want to affiliate with TTUHSC by clicking "NO" (unintuitive, but true).
  - Under "My Courses" on the next page, you should see the Conflict of Interest course listed. Click the red word "Enter" to begin the course.

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.