

Instructions for updating a CITI Profile

Adding or Editing your WSU AccessID in CITI Program Website to ensure that training records are processed and added to the eProtocol application for submission requirements.

The screenshot shows the top navigation bar of the CITI Program website. On the left is the CITI PROGRAM logo. In the center is the text "Collaborative Institutional Training Initiative". On the right, the user's name "Rajeev Sadasivan" and ID "ID 5169480" are displayed, along with "Log Out" and "Help" links. Below this is a navigation menu with items: "Main Menu / My Courses", "My Profiles" (highlighted in yellow), "My Records", "My CEUs", "Support", and "Admin". A search icon is on the far right.

Main Menu / My Courses

This screenshot shows a dropdown menu for "Wayne State University-Detroit, MI Courses". The menu is open, showing four options: "Course" (with a question mark icon), "Status" (with a question mark icon), "Completion Record" (with a question mark icon), and "Survey" (with a question mark icon).

Click on "My Profiles" from the login page (see above). Then scroll to the bottom of the screen and click on the arrow to expand "Wayne State University-Detroit, MI Profile" (see below).

The screenshot shows a profile summary section. It includes a line for "Total Purchases: 0". Below this is a blue bar with a yellow arrow pointing to the text "Wayne State University-Detroit, MI Profile".

Please ensure that your WSU Access ID is included in the profile and click on "Update Profile" button at the bottom of the form to save changes. **Please fill out all of the required fields that have been marked with an asterisk* (i.e. Highest Degree, WSU Access ID Department, Role in Research, etc).**

Highest degree *

WSU Access ID *

Department *

After completing all asterisk items select "Update Profile"

The screenshot shows a blue button with the text "Update Profile" inside a white-bordered box.