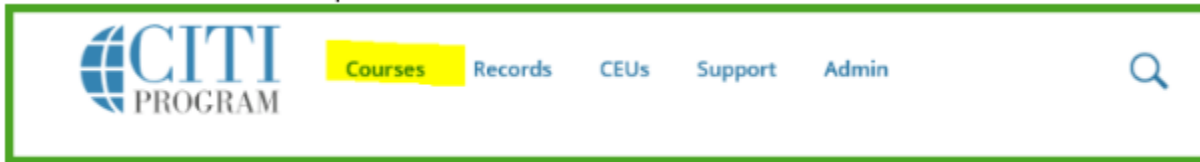


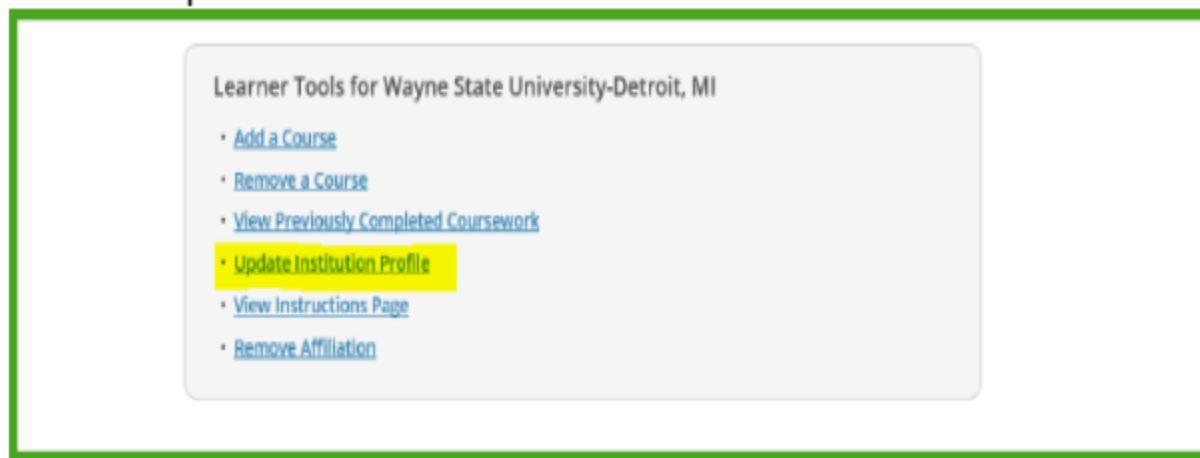
Instructions for updating a CITI Profile

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

- Log on to your CITI Account & Select “**Courses**” at the top



- While on the Course screen scroll down to “**Learner Tools for Wayne State University-Detroit, MI**”
- Select “**Update Institutional Profile**”



- You will arrive on the “**Profiles**” screen



Please ensure that your WSU Access ID is included in the profile. Please fill out all of the required fields that have been marked with an asterisk.

Highest degree *

MD, Ph.D.

WSU Access ID *

ab1234

Department *

Internal Medicine

- Your WSU Access ID is the letter number combination ID.

Principal Investigator *

Yes

Division

Research

Xray Machine List (this applies only for radiation generating machine training, if otherwise choose N/A). *

N/A

Cancel Update

- Select “**Update**” once all fields with an asterisk have been completed.