

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 & click on your name in the top right corner
- Select Profile
- Under “**Institutional Profiles**” select “**Edit Profile for WSU-Detroit MI**”

Institutional Profiles

Institutional Profiles contain additional data requested by institutions with which you are affiliated, for management and monitoring of your learning activities. To view or edit this information, use one of the Edit Profile buttons below. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

DEMO	Edit Profile
Wayne State University-Detroit, MI	Edit Profile
Would you like to affiliate with another Institution?	Add An Affiliation

- **You must make sure that you have affiliated with Wayne State University-Detroit, MI**
- You will arrive on the “**Profiles**” screen

Profiles
Wayne State University-Detroit, MI

[Home](#) > [Profiles](#) > Institution Profile

Please provide the following information requested by: **Wayne State University-Detroit, MI**

Fields marked with an asterisk (*) are required.

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. The WSU Access ID is the 6 letter number combination ID.

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.