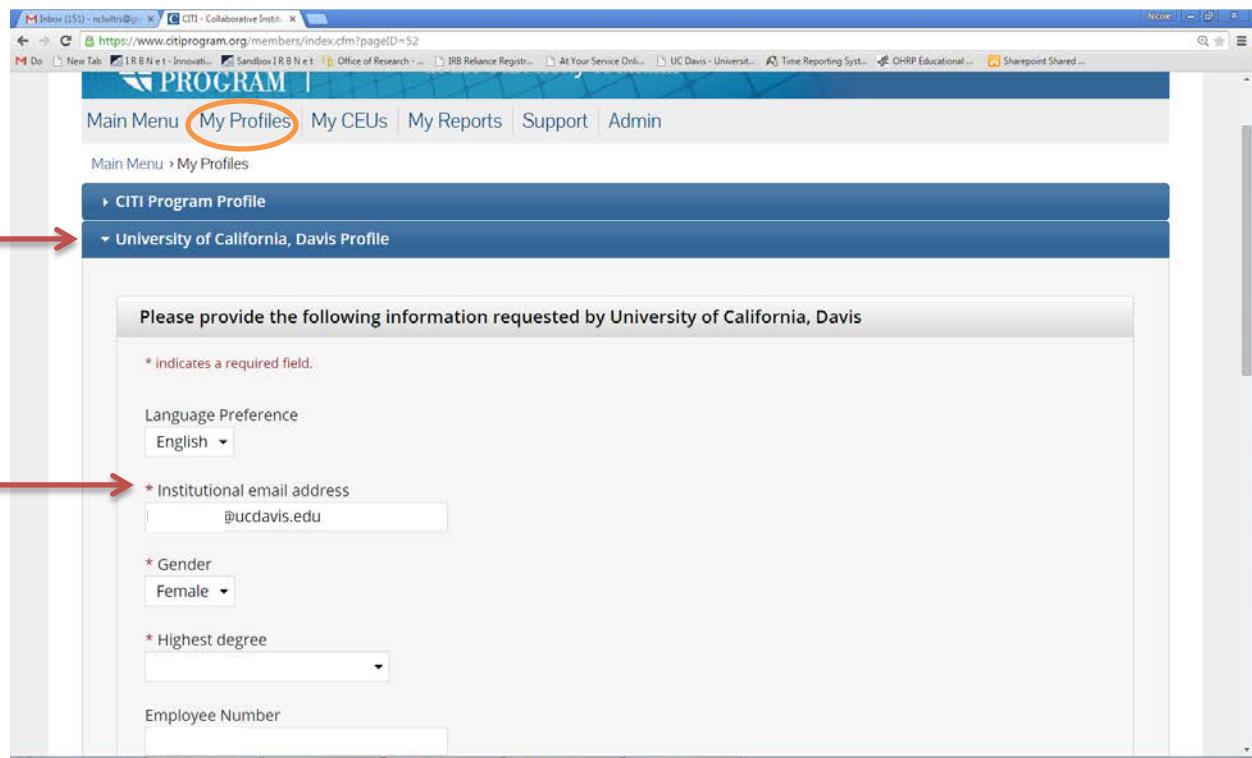


Updating your CITI Institutional Email



The screenshot shows a web browser window with the CITI Program Profile page. The main menu at the top includes 'Main Menu', 'My Profiles' (which is highlighted and circled in red), 'My CEUs', 'My Reports', 'Support', and 'Admin'. Below the main menu, a breadcrumb trail shows 'Main Menu > My Profiles'. The 'My Profiles' section is expanded, showing a sub-menu with 'CITI Program Profile' and 'University of California, Davis Profile' (which is also circled in red). A red arrow points to the 'My Profiles' link in the main menu. Another red arrow points to the 'University of California, Davis Profile' link in the sub-menu. The main content area of the page is titled 'Please provide the following information requested by University of California, Davis'. It contains several form fields: 'Language Preference' (set to 'English'), 'Institutional email address' (containing '@ucdavis.edu'), 'Gender' (set to 'Female'), 'Highest degree' (a dropdown menu), and 'Employee Number' (a text input field). A note at the bottom of the form area says '* indicates a required field.'

1. Enter your user name and password at [citiprogram.org](https://www.citiprogram.org)
2. Click on "My Profiles"
3. Click on "University of California, Davis Profile"
4. Update the Institutional email address field
5. Scroll to the bottom of the page and click "Update Profile"

Please wait one business day for the updated information to be imported into IRBNet before requesting a new activation email.