

Updating your CITI Institutional Email

The screenshot shows the CITI Program website interface. The main menu includes 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', 'Support', and 'Admin'. The 'My Profiles' link is circled in orange. Below the main menu, the 'University of California, Davis Profile' is selected, indicated by a red arrow. The form contains the following fields:

- Language Preference: English
- * Institutional email address: @ucdavis.edu
- * Gender: Female
- * Highest degree: [Dropdown menu]
- Employee Number: [Text input field]

A red arrow points to the 'Institutional email address' field.

1. Enter your user name and password at 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.