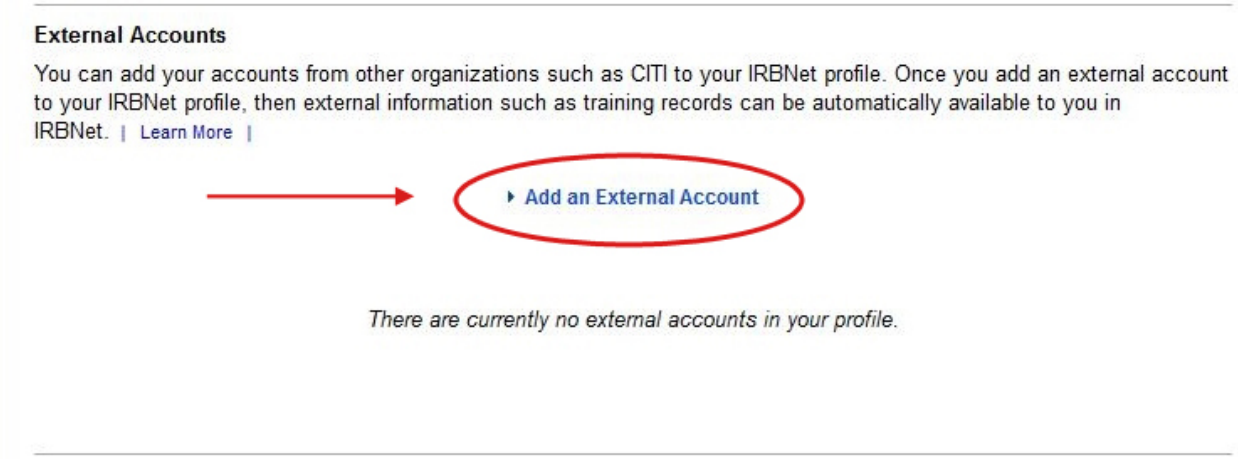
Overview

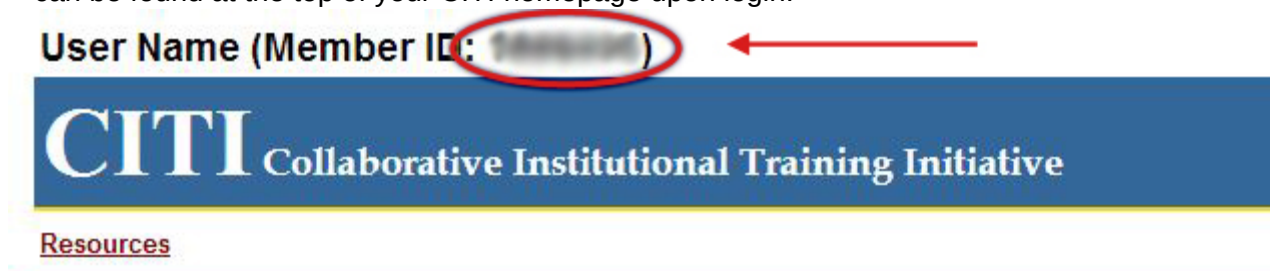
Your institution may allow you to link your IRBNet account with an external training account, such as CITI. Linking your IRBNet account to an external account allows information, such as training records, to be automatically available to you in IRBNet in accordance with your institution's preferences and rules.

How to link your external CITI account: Step-by-Step Instructions

1. Log into IRBNet and click the User Profile link in the top right corner of the screen.
2. In the External Accounts section (near the bottom of the page), click Add External Account.



3. In the pop-up, enter your associated CITI Member ID from your CITI account. This number can be found at the top of your CITI homepage upon login.



4. To verify your ownership of the CITI account, you will receive a verification link to the institutional email address associated with your CITI affiliation. If your institutional email is blank, the verification link will be sent to your preferred email address.
   ** To access/edit your CITI institutional email address, refer below to Troubleshooting #4
5. Once you receive the email, click the verification link and you're all set! Your coursework will be automatically pulled into IRBNet over the next 24-hours.

   (Depending on how quickly your CITI account information can be located, you may receive your verification link immediately, or it may take some time. If more than 24-hours pass and you still haven't received a verification email, refer to "Troubleshooting" below)

Troubleshooting

If you are unable to verify your CITI account, please make sure of the following:

1. You have entered the correct CITI Member ID
2. Your CITI account is active
3. Your institution has enabled this service
4. Your CITI institutional email address is correct
    - To access the institutional email address associated with your CITI affiliation:
        - Click “Update my profile” under the LEARNER TOOLS of the affiliation
        - Click “Update…” at the bottom of the Member Information page
        - Edit your Institutional email address
        - Submit - *(This change may take up to 24-hours to take effect in IRBNet)*

