

How to Affiliate Your CITI Profile With Baylor University

1. From your main menu click on the bar "Click here to affiliate with another institution", then click on the link "Click here to affiliate with another institution"

The screenshot shows the CITI PROGRAM interface. At the top, there is a header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar for the Knowledge Base is also present. Below the header is a navigation menu with links for Main Menu, My Profiles, My CEUs, My Reports, Support, and Admin. The main content area is titled "Main Menu" and features a "Baylor University Courses" section with a table of courses. Below the table is a "My Learner Tools for Baylor University" section with several links. The link "Click here to affiliate with another institution" is circled in orange.

Course	Status	Completion Report	Survey
CITI Export Controls Course	Not Started	Not Earned	
Minimal risk research	Passed 03/02/2010	Print Report	Post-course evaluation
Training for Investigators, Staff and Students Handling Biohazards.	Not Started	Not Earned	

My Learner Tools for Baylor University

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click here to affiliate with another institution

Affiliate as an Independent Learner

2. Type Baylor University into the "Search for Organization Box" so that Baylor University appears in the box then click Next

The screenshot shows the "Select Your Organization Affiliation" form. It includes a search box with the text "Search for organization: Enter full or partial name". The search box contains the text "Baylor Uni" and a dropdown menu shows "Baylor University" as a suggestion. Below the search box is a "Next" button.

* Select Your Organization Affiliation

* indicates a required field.

Search for organization: Enter full or partial name

Baylor Uni

Baylor University

Next

3. Fill out the member information and click submit. (only fields with * next to them are required)

Your CITI profile is now affiliated with Baylor University.