**TU COI TRAINING INSTRUCTIONS**

[www.citiprogram.org](http://www.citiprogram.org)

* If you are a returning member, select “Log In”
	+ Go to “View Courses” – scroll down to “Add a Course”
	+ Select Question 5 (you will also have to put “No” in Questions 11 and 13 to move forward)
* If you are new to CITIProgram, click “Register”
	+ Select institution: **SELECT YOUR ORGANIZATION AFFILIATION:**

**“The University of Tulsa”**

* + **Username and Password**:  **CREATE**
	+ Enter First and Last Name
	+ Enter e-mail address (secondary not necessary)
	+ Member Information – (you do not need to use your personal information here) use the TU mail address (800 S. Tucker Drive, Tulsa, OK 74104) and a TU phone number.

 Go to **View Courses** – then scroll down to the bottom and select **Add a course or update your learner groups for The University of Tulsa**.

Go to **Question 5**: **Conflict of Interest** Courses

You may need to put “No” on Questions 11 and 13 to move forward.

You do not have to complete an entire course in one sitting. Each module that you complete will be saved, and you may go back and continue your training as your schedule permits.

Once your required courses have been completed with a cumulative passing grade of at least 80%, you may print off a completion certificate for your records. (The Office of Research and Sponsored Programs will be automatically notified when you’ve completed your required training, so there is no need to send us a copy of your completion certificate).