Using CITI Training for Financial Conflict of Interest (Haverford College)

If you don't already have a CITI account:

- Go to CITI's webpage (https://about.citiprogram.org/)
- Choose the Register button at the upper right
- Go through their Learner Registration, which has 7 steps. Most are self-explanatory, but these details may be helpful:

Step 1: involves several parts, but you can only see one at a time (doing each part generates the next part):
- Search for Haverford in the *Select your Organizational Affiliation* box. When CITI offers you *Haverford College*, select it.
- Check the box about terms of service and privacy policy.
- Check the box to affirm you are affiliated with Haverford.
- Click the button *Continue to Create your Citi Program Username/Password*

Step 6: Asks for lots of info, but most is optional and you should feel free to skip it. What you enter in Step 6 seems to have no effect on your training experience; it seems to relate to how records are shown to the Haverford CITI administrator(s).

Step 7: Make an initial selection of courses (you can add courses once inside CITI as well). For Financial Conflict of Interest, choose Yes in the Conflicts of Interest (COI) section

If you already have a CITI account:

- Go to CITI's webpage (https://about.citiprogram.org/)
- Choose the Login button at the upper right to log in
- At the Main Menu, select *Affiliate with Another Institution* and search for Haverford.

(This should allow you to add the courses that we have as an institutional member; see Step 7 above for which course is relevant to financial conflict of interest)