Request Access

Email rcio@okstate.edu to request Reporting Admin access to the CITI system. Research Compliance personnel will let you know once your access is setup.

Access CITI Program

1. Visit the CITI website at https://www.citiprogram.org/ and click the Log In button.
2. Click Log In Through My Organization near the top of the screen.
3. Type “Oklahoma State University” into the organization search box and then click Continue to SSO Login/Instructions.
4. Login using your okey credentials.

Access Training Completion Dates
1. Click the **Admin** tab at the top of the screen.

2. Click **Oklahoma State University** in the Manage My University box.

3. Scroll down and click **Member Search**.

4. Search OSU members by first and last names.

**Oklahoma State University (ID:371)**

**Members (24457)**

- **Search by MemberID**
- **Search by CR #**
- **Search by Username**
- **Search by Last Name**
  - *James*
- **And**
- **First Name (optional)**
  - *Mindy*
- **Search by Email Address**
  (primary or secondary)
5. Click the **ID Number** of the individual.

<table>
<thead>
<tr>
<th>Id</th>
<th>First</th>
<th>Last</th>
<th>Username</th>
<th>Email</th>
<th>Registration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1463173</td>
<td>Mindy</td>
<td>James</td>
<td>Mindymc</td>
<td><a href="mailto:Mindymc@okstate.edu">Mindymc@okstate.edu</a></td>
<td>10-27-2009</td>
</tr>
</tbody>
</table>

6. Scroll down to the Curricula Information section, identify the Conflict of Interest course and, look at the Status column for the completion date. Note: A date will only appear once the individual has **completed** the COI training.

<table>
<thead>
<tr>
<th>Course</th>
<th>Stage</th>
<th>CR #</th>
<th>Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of Interest</td>
<td>Stage 1</td>
<td>44187908</td>
<td>Passed - 08/12/21</td>
<td>Modules Completed</td>
</tr>
<tr>
<td>IACUC Chairs, Members and Coordinators</td>
<td>Basic Course</td>
<td>21122574</td>
<td>Started</td>
<td>Gradebook</td>
</tr>
</tbody>
</table>