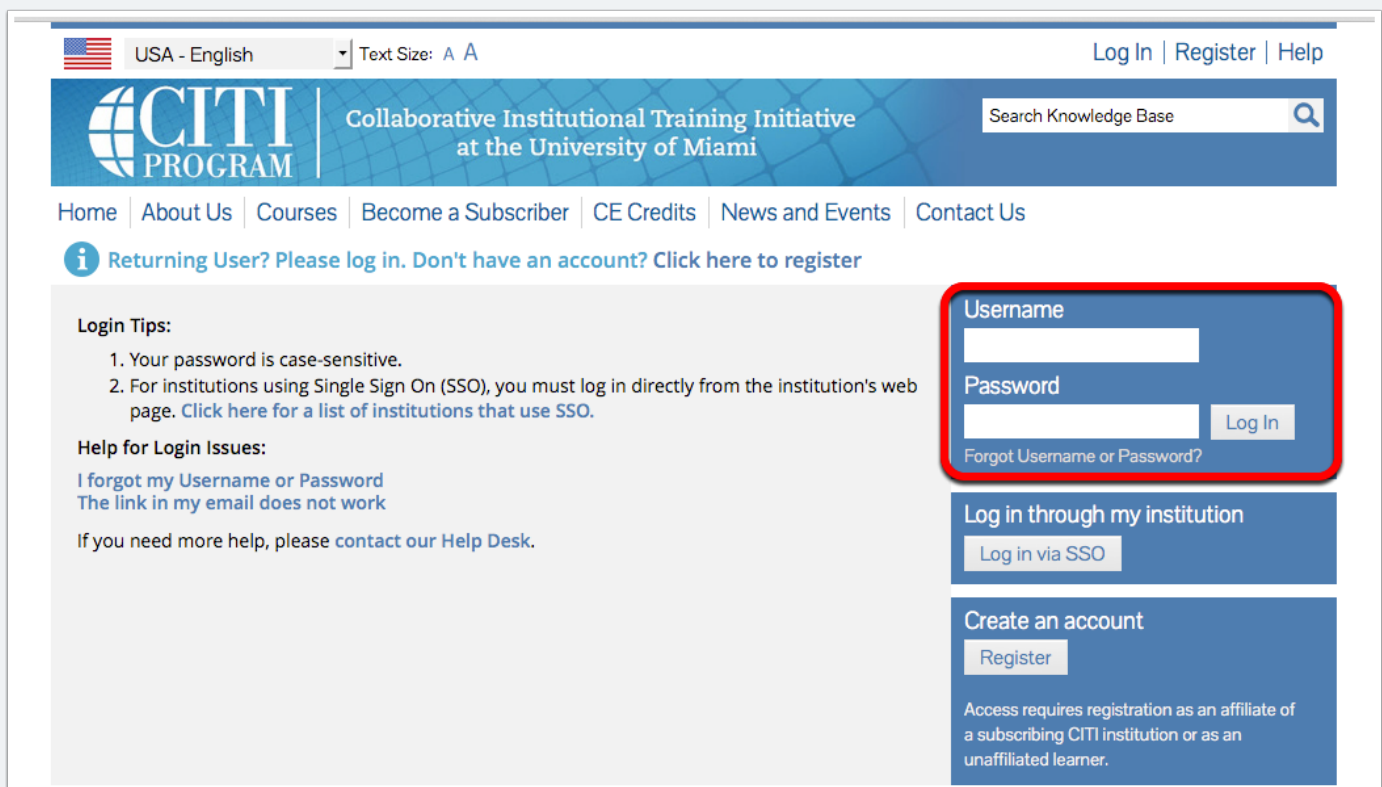


Updating Your Email Address in CITI

The instructions below will guide you through changing the Preferred Email Address in CITI to your Emory email address.

1. Open a browser and type in the following url: www.citiprogram.org
2. Log in using the username and password that you used to set up your CITI account. (Note: This **may or may not** be your Emory ID, Healthcare ID, or Emory Email Address.)



USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

i Returning User? Please log in. Don't have an account? Click here to register

Login Tips:

1. Your password is case-sensitive.
2. For institutions using Single Sign On (SSO), you must log in directly from the institution's web page. [Click here for a list of institutions that use SSO.](#)

Help for Login Issues:

[I forgot my Username or Password](#)
[The link in my email does not work](#)

If you need more help, please [contact our Help Desk](#).

Username

Password

[Forgot Username or Password?](#)

Log in through my institution

Create an account

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

Updating Your Email Address in CITI

3. From the Main Menu page, click "My Profiles".



The screenshot shows the top navigation bar of the CITI PROGRAM website. The header includes the CITI PROGRAM logo, the text "Collaborative Institutional Training Initiative at the University of Miami", and a search bar labeled "Search Knowledge Base". Below the header is a horizontal menu with the following items: "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". The "My Profiles" item is highlighted with a red rectangular box. Below this menu is a "Main Menu" section with three expandable items: "Emory University Courses", "Click here to affiliate with another institution", and "Affiliate as an Independent Learner".

Updating Your Email Address in CITI

4. On the "CITI Program Profile" page, click the "Change my email address" link.



The screenshot displays the CITI PROGRAM interface. At the top, the logo for CITI PROGRAM is shown alongside the text "Collaborative Institutional Training at the University of Memphis". Below the logo is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". The "My Profiles" link is selected, leading to a breadcrumb trail "Main Menu > My Profiles". A blue header bar indicates the current page is the "CITI Program Profile". The profile details are listed as follows: "First Name: test", "Last Name: test", and a link "Change my name". Below this, the "Preferred Email" is "test@emory.edu" and the "Secondary Email" field is empty. A link "Change my email address" is highlighted with a red rounded rectangle.

Updating Your Email Address in CITI

5. Enter your Emory email address in the "Your Preferred Email Address" and "Please verify your preferred email address" fields. (Note: If you would like to include a non-Emory email address, enter the address in the "Your secondary email address" and "Please verify your secondary email address" fields.
6. Click the "Update" button.

The screenshot shows the CITI PROGRAM interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is on the right. Below the navigation bar, there are links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support". A breadcrumb trail reads "Main Menu > My Profile > Update".

The main content area is titled "Confirm my preferred or secondary email address". It contains a form with the following elements:

- A red box highlights the "Your preferred email address" and "Please verify your preferred email address" fields. Above these fields, a red asterisk indicates a required field.
- Below the highlighted fields are the "Your secondary email address" and "Please verify your secondary email address" fields.
- An "Update" button is located at the bottom left of the form.