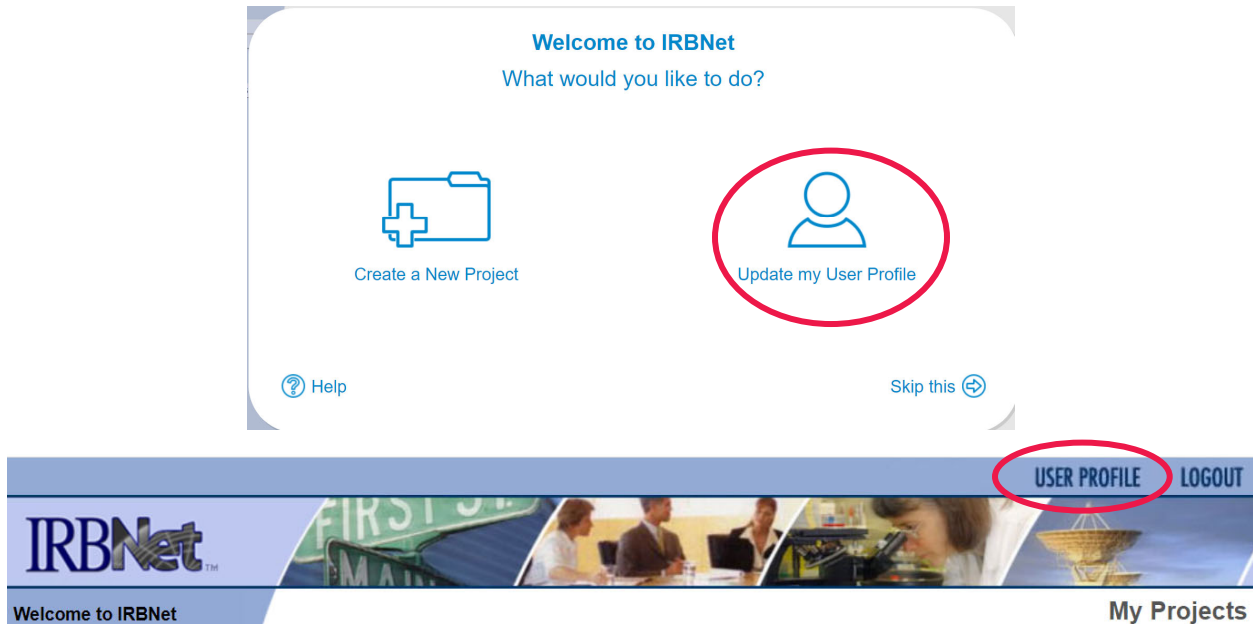


Linking CITI Training in IRBNet

1. Log into IRBNet, you can either click the **Update my User Profile** in the popup box or click **USER PROFILE** in the top right corner of the screen.



2. Scroll to the middle of the User Profile page and click on **Add an External Account**.

External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet.

[| Learn More |](#)

[▶ Add an External Account](#)

There are currently no external accounts in your profile.

3. A pop-up box will appear. Select **CITI Training Program** from the dropdown for **Account Type** (red circle below), and then enter your numerical **CITI Member ID** (purple circle below). *If you don't know your CITI Member ID, go to Step #8.* Click **Continue** (orange circle below).

Add External Account

Please provide your external account information.

Account Type: CITI Training Program

CITI Member ID:

* Your CITI Member ID is the 5 to 8-digit number shown at the top of the page when you log in to your CITI account.

Continue Cancel

- Another pop-up box will appear as to where the CITI verification email will be sent. If you can easily access the email address to provide verification, you may proceed to the next step. If not, skip to Step #8.

irbnet.org says

A verification email will be sent to you at
Rebecca.Marigliano@prismahealth.org.

OK

- You will receive an email entitled, **IRBNet Account Verification**, from activation@irbnet.org. There are several links provided, but you will want to click the second link to verify your account.

IRBNet Account Verification



activation@irbnet.org
To ● Rebecca Marigliano



8:36 AM

This is an EXTERNAL email. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.

You are receiving this message because you have requested to link your IRBNet account rcmarigl (Rebecca Marigliano) with your CITI Training Program account 102080 (Rebecca Marigliano).

If you did not request this account link or if you are not rcmarigl (Rebecca Marigliano), please click here to cancel this request:

[https://urldefense.com/v3/_https://www.irbnet.org/release/external-account/cancel.do?id=88716&a=A2mq6hf2nu_!!CljsJhrlK38lg41uCzF0_pGQcEEhM3d8GUsURy26tMzsrlyskOFCPu0euZp5vs-e57d6TXbqx1tSTzXTas\\$](https://urldefense.com/v3/_https://www.irbnet.org/release/external-account/cancel.do?id=88716&a=A2mq6hf2nu_!!CljsJhrlK38lg41uCzF0_pGQcEEhM3d8GUsURy26tMzsrlyskOFCPu0euZp5vs-e57d6TXbqx1tSTzXTas$)

To verify and activate this link to your CITI Training Program account, please click here:

[https://urldefense.com/v3/_https://www.irbnet.org/release/external-account/verify.do?id=88716&a=A2mq6hf2nu_!!CljsJhrlK38lg41uCzF0_pGQcEEhM3d8GUsURy26tMzsrlyskOFCPu0euZp5vs-e57d6TXbqx1tSTzXTas\\$](https://urldefense.com/v3/_https://www.irbnet.org/release/external-account/verify.do?id=88716&a=A2mq6hf2nu_!!CljsJhrlK38lg41uCzF0_pGQcEEhM3d8GUsURy26tMzsrlyskOFCPu0euZp5vs-e57d6TXbqx1tSTzXTas$)

If you cannot click on the above link, you may copy and paste the link into your browser to complete the verification process.

For more information about linking your IRBNet account with your CITI Training Program account, please contact your local IRBNet Coordinator who can provide additional assistance.

Thank you,
The IRBNet Support Team

[https://urldefense.com/v3/_http://www.irbnet.org_!!CljsJhrlK38lg41uCzF0_pGQcEEhM3d8GUsURy26tMzsrlyskOFCPu0euZp5vs-e57d6TXbqx1tSEJD73bs\\$](https://urldefense.com/v3/_http://www.irbnet.org_!!CljsJhrlK38lg41uCzF0_pGQcEEhM3d8GUsURy26tMzsrlyskOFCPu0euZp5vs-e57d6TXbqx1tSEJD73bs$)

6. Clicking the link in the email will open a new IRBNet webpage with your User Profile. The Status should now show that it is **Verified**. *Note that your initial User Profile page stays open, so you will want to close it.* You have **completed** the verification process with this step and do not need to proceed further.

External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet.

[| Learn More |](#)

[▶ Add an External Account](#)

Account Type	Account ID	Status	
CITI Training Program		Verified	

7. If for some reason the verification process is not completed, you will see that the Status is **Un-verified**. You can click the **Send me a verification email** to repeat the process of verification via email.

External Accounts

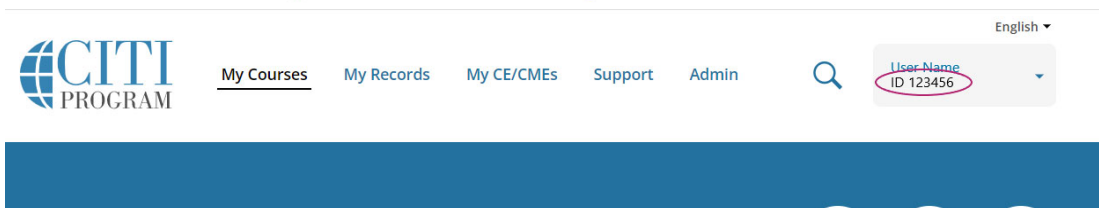
You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet.

[| Learn More |](#)

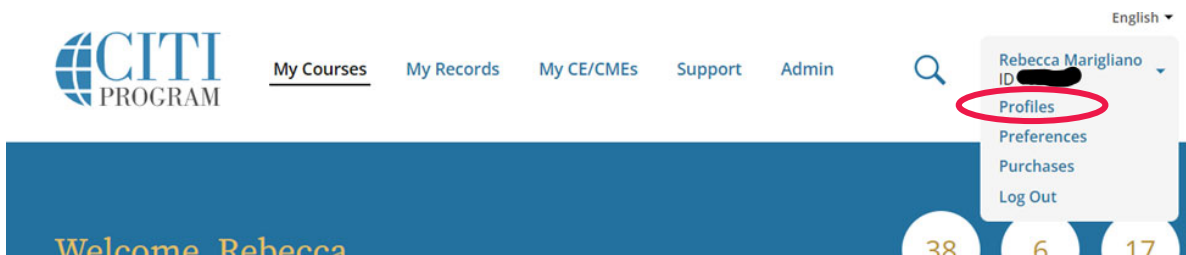
[▶ Add an External Account](#)

Account Type	Account ID	Status	
CITI Training Program	[REDACTED]	Un-verified	Send me a verification email

8. If you need to determine your CITI Member ID or change your email address for the verification process, log into CITI program at www.citiprogram.org. The first screen after you log in, you will see your name and ID number at the top right corner. If all you need is your CITI Member ID, then you can return to Step #3. If you need to update your email address, continue to Step #9.



9. Click the small down arrow beside your name/ID and then click Profiles.



10. While it would be important to update your preferred email and secondary email under the Member Profile heading, these are NOT the emails that are used in the verification process. Therefore, click on the **Edit Profile** button beside Prisma Health under the **Institutional Profiles** heading.

The screenshot shows the 'Profiles' page. The 'Member Profile' section includes fields for Member ID, Username, Password, First Name (Rebecca), Last Name (Marigliano), Preferred Email (rebecca.marigliano@prismahealth.org), and Secondary Email. An 'Edit Profile' button is next to the Member ID field. The 'Institutional Profiles' section lists affiliations: DEMO, Prisma Health, Society of Clinical Research Associates (SoCRA), and University of South Carolina. Each affiliation has an 'Edit Profile' button. The 'Prisma Health' button is circled in red. At the bottom, there is an 'Add An Affiliation' button.

11. Update your email address under **Institutional email address** and **Verify Institutional email address**. Scroll to the bottom of the page and click **Update**.

Profiles

Prisma Health

[Home](#) > [Profiles](#) > Institution Profile

Please provide the following information requested by: **Prisma Health**

Fields marked with an asterisk (*) are required.

Language Preference

 ▼

Institutional email address *

We recommend providing an email address issued by Prisma Health or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Prisma Health officials identify your learning records in reports.

Verify Institutional email address *

12. IRBNet is updated nightly with new CITI Institutional emails each night. Ensure that you have updated your Institutional email address in CITI by 10 PM EST. Then, you may return to Step #3 the following morning to complete the verification process. Per IRBNet, it is recommended that you wait at least overnight or up to 24 hours for the updated email address to pull into IRBNet. If you continue to have an issue, please contact [Rebecca Marigliano, PhD](#), Director of Research Policy and Education.