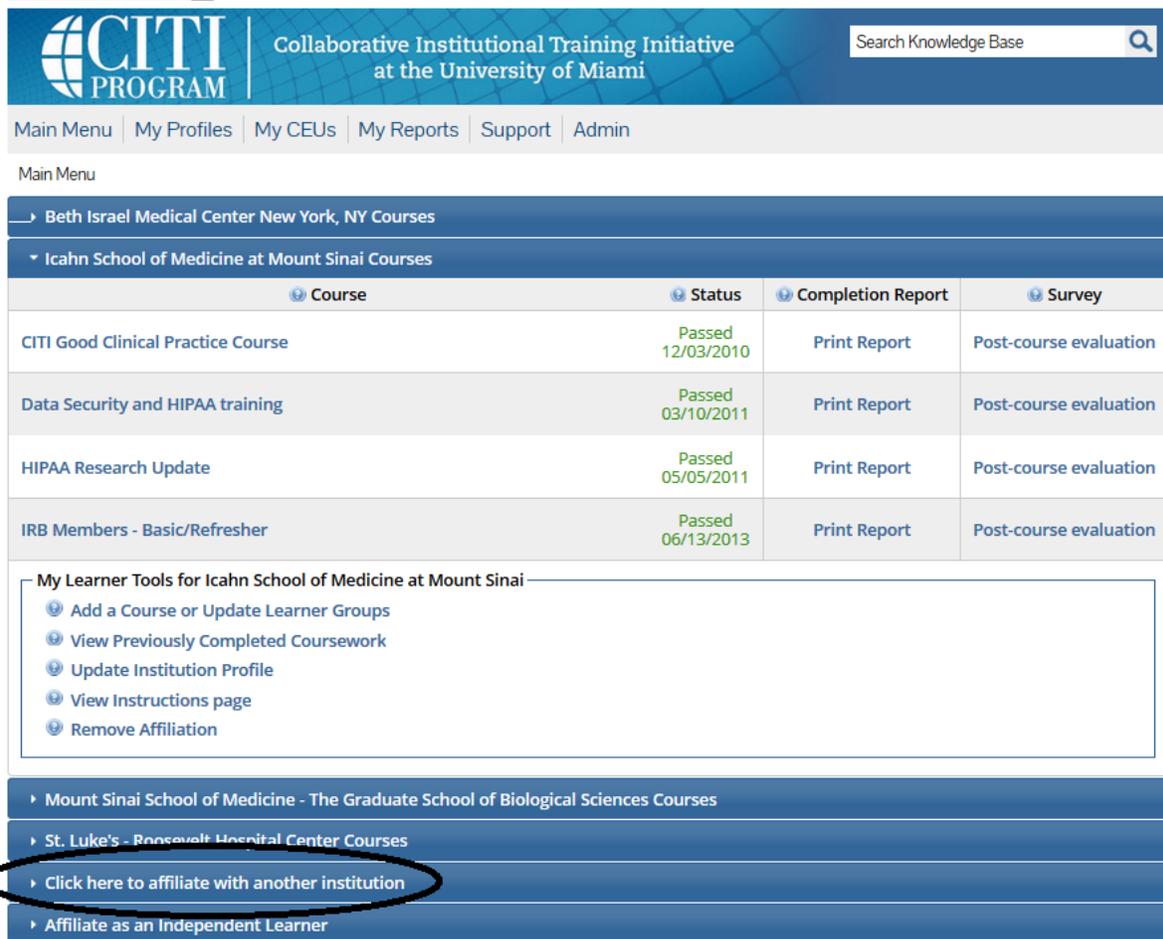


## Affiliating with Icahn School of Medicine at Mount Sinai

Step 1: Log into your CITI account

Find "Click here to affiliate with another institution" and Click.



The screenshot shows the CITI PROGRAM website interface. At the top, there is a blue header 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 located in the top right corner. Below the header is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", "Support", and "Admin".

Under the "Main Menu" section, there are several expandable categories:

- Beth Israel Medical Center New York, NY Courses
- Icahn School of Medicine at Mount Sinai Courses
- Mount Sinai School of Medicine - The Graduate School of Biological Sciences Courses
- St. Luke's - Roosevelt Hospital Center Courses
- Click here to affiliate with another institution (circled in red)
- Affiliate as an Independent Learner

The "Icahn School of Medicine at Mount Sinai Courses" category is expanded, showing a table with the following data:

Course	Status	Completion Report	Survey
CITI Good Clinical Practice Course	Passed 12/03/2010	Print Report	Post-course evaluation
Data Security and HIPAA training	Passed 03/10/2011	Print Report	Post-course evaluation
HIPAA Research Update	Passed 05/05/2011	Print Report	Post-course evaluation
IRB Members - Basic/Refresher	Passed 06/13/2013	Print Report	Post-course evaluation

Below the table, there is a section titled "My Learner Tools for Icahn School of Medicine at Mount Sinai" with the following options:

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Step 2: Find “Click here to affiliate with another institution”, click.

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

- ▶ Beth Israel Medical Center New York, NY Courses
- ▶ Icahn School of Medicine at Mount Sinai Courses
- ▶ Mount Sinai School of Medicine - The Graduate School of Biological Sciences Courses
- ▶ St. Luke's - Roosevelt Hospital Center Courses
- ▼ Click here to affiliate with another institution
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

Step 3: Type in Icahn, and the Icahn School of Medicine at Mount Sinai should appear.

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu > My Profile > Affiliates with New Institution

**\* Select Your Organization Affiliation**

\* indicates a required field.

Search for organization: Enter full or partial name

Icahn

Icahn School of Medicine at Mount Sinai

Next

Step 4: Select the Icahn School of Medicine at Mount Sinai from the dropdown menu and click “Next”.