

## CITI Instructions

As of May 18, 2020, the Financial Conflicts of Interest in Research training course has transitioned from PEAK to CITI Program ([www.citiprogram.org](http://www.citiprogram.org)). In the CITI Program site, be sure to add your **Mount Sinai email address** and **life number** to your institutional profile so that your certification date gets added to your project in Sinai Central. For any questions or concerns, please contact the Office of Industry Engagement and Conflicts of Interest at [Conflicts.of.Interest@mssm.edu](mailto:Conflicts.of.Interest@mssm.edu) or (212) 241-0845.

### How to Sign In?

Visit: <https://www.citiprogram.org>

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#### If you need to create a new account:

1. Click **Log In** (top right of the window)
2. Click "**LOG IN THROUGH MY INSTITUTION**"
3. Scroll and select "[Icahn School of Medicine at Mount Sinai](#)"
4. Type in your Mount Sinai Email Address and Password
5. Select "**I don't have a CITI Program account and I need to create one.**"
6. Click "**Create a New CITI Program Account**"  
(Watch [video for assistance](#))

#### If you already have a CITI account:

1. Click **Log In** (top right of the window)
  2. Click "**LOG IN THROUGH MY INSTITUTION**"
  3. Scroll and select "[Icahn School of Medicine at Mount Sinai](#)"
  4. Type in your Mount Sinai Email Address and Password
  5. Select "**I already have a CITI Program account.**"
  6. Enter your existing Username and Password to link your account to your Mount Sinai Credentials.
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#### Instructions to Add the Financial Conflicts of Interest in Research Course:

1. Open [CITI Program](#)
2. Select "**View Courses**" for the Icahn School of Medicine at Mount Sinai

**Institutional Courses**

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Icahn School of Medicine at Mount Sinai View Courses

3. Select **"Add a Course"** under "Learner Tools for Icahn School of Medicine at Mount Sinai"



4. A quiz will open up to be completed – please complete and select **"yes"** to adding the Financial Conflicts of Interest Course in Question #9.

**Question 9**

**Financial Conflicts of Interest (COI)**

Would you like to take the Financial Conflicts of Interest course?

Yes

No

5. Click **"Submit"**
6. Once the training module is complete, CITI Program automatically generates a certificate and the completion date is sent to Sinai Central.

**Important Note:**

Please use your Mount Sinai email address, your name recognized by HR, and your Life Number in your Institutional Profile. You can find this by clicking your name on the top right hand corner of your CITI page and by selecting "profile." Under Member Profile, please edit your profile to include your Mount Sinai email address. Scroll down to find the Icahn School of Medicine at Mount Sinai under your "Institutional Profiles." Please select "edit" and ensure your Life Number is associated with this profile. **This is essential to ensure that your record of completion electronically populates into your Sinai Central profile.** If Icahn School of Medicine at Mount Sinai does not appear under your institutional profiles, please select "add an affiliation" to add this at this time.