

To print your CITI Training Certificate

- Login in to CITI see link above
- At the main page, you should see a listing of “My Courses”
- Click “Print”
- Then click “Print Completion Report”
- Then Click “Print”

To Update Your User Group in CITI to ensure that you are registered at NKU

Please go to the CITI training website and login:

<http://www.citiprogram.org/default.asp?language=english>

1. Scroll Down to the link and click:

[Add a course or update your learner groups](#) for *Northern Kentucky University Research Foundation*

2. Scroll Down to the link and click: [Update Groups](#)
3. Click the Selection: Either [College of Nursing Student Researchers](#) or [Faculty or Student Researcher Group](#) as appropriate
4. Scroll down to the bottom and click Submit
5. Log Out