

## Affiliating with another Institute

Depending on how much time has elapsed, the CITI course taken at another institute can be transferred and merged into your current CITI training account.

1. Access your user main menu by logging in with your username and password
2. From the Main menu click **“Affiliate with Another Institute”**
3. Answer the affiliation questions (required by the institution)
4. Enroll in your required courses

\*Note: If you would like to receive credit for modules previously taken at another institute you must choose the same courses at both Institutes. ie: choose biomedical basic and refresher if that is what you previously took at another institute. You will be given credit for any duplicate courses based on their unique ID number.

\*\*Each institute decides on which modules are available and not all modules are transferable. Each institute also determines the time frame in which modules are transferable but be mindful that some institutes do not allow models to transfer.