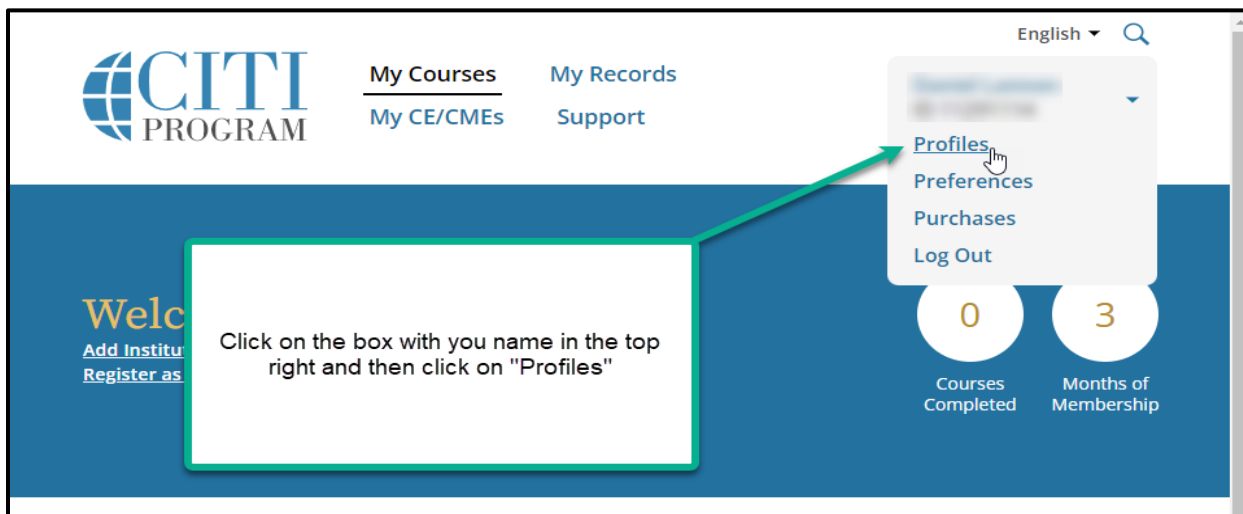


## Use this Quick Reference Guide (QRG) to Update Your Email Address in the CITI Program

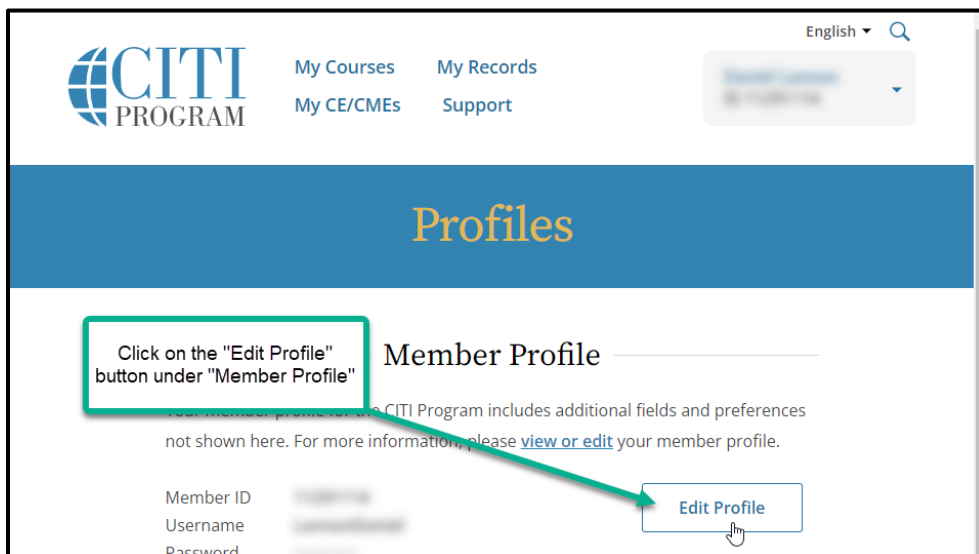
The Division of Research and Economic Development is in the process of implementing of Single Sign On (SSO) for unified login into the CITI program using university credentials and the integration of the CITI Program Certifications with the InfoEd System.

It is important that all CITI accounts affiliated with the University of Rhode Island use an @URI.EDU email address issued by the University, rather than personal email addresses like @gmail.com, @yahoo.com and similar. The URI address should be set as their preferred email address in your profile.

***Below are instructions on how to ensure and change your email address to your official URI email address (@URI.EDU only, @my.uri.edu or personal email addresses are not acceptable). Please follow the instructions below after you login into your CITI Program Account.***



The screenshot shows the CITI Program dashboard. In the top right corner, there is a user menu dropdown with the following options: Profiles, Preferences, Purchases, and Log Out. A green box highlights the 'Profiles' option, and a green arrow points from this box to a larger white box containing the instruction: 'Click on the box with you name in the top right and then click on "Profiles"'. Below the user menu, there are two circular statistics: '0 Courses Completed' and '3 Months of Membership'. The dashboard also features navigation links for 'My Courses', 'My Records', 'My CE/CMEs', and 'Support'.



The screenshot shows the 'Profiles' page in the CITI Program. The page title is 'Profiles' in large orange text. Below the title, there is a section titled 'Member Profile'. A green box highlights the 'Edit Profile' button, and a green arrow points from this box to a larger white box containing the instruction: 'Click on the "Edit Profile" button under "Member Profile"'. The 'Member Profile' section includes fields for Member ID, Username, and Password. Below these fields, there is a paragraph of text: 'Your member profile in the CITI Program includes additional fields and preferences not shown here. For more information, please [view](#) or [edit](#) your member profile.' The 'Edit Profile' button is located at the bottom right of the profile section.

Security Answer \*

Your preferred email address \*

Please verify your preferred email address \*

Your secondary email address

Please verify your secondary email address

Country of Residence

Cancel

Update

Put your university email into both fields and click the "Update" button

A screenshot of a web form for updating user information. The form contains several input fields: 'Security Answer \*', 'Your preferred email address \*', 'Please verify your preferred email address \*', 'Your secondary email address', 'Please verify your secondary email address', and 'Country of Residence'. The 'Your preferred email address \*' and 'Please verify your preferred email address \*' fields are highlighted with a red border and contain the text '@uri.edu'. A red callout box with the text 'Put your university email into both fields and click the "Update" button' has three red arrows pointing to the two email verification fields and the 'Update' button. The 'Update' button is highlighted with a red border and has a mouse cursor over it. The 'Cancel' button is also visible.