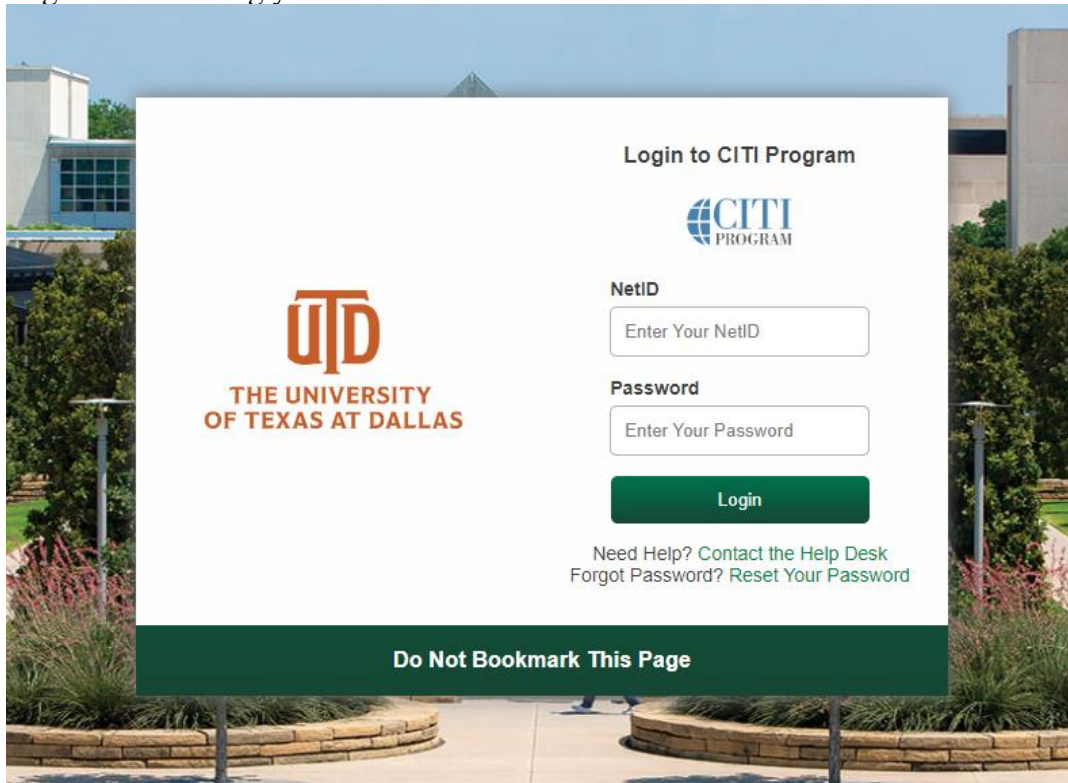
	Office of Human Subjects Protections Guidance			
	Document	Approved by/ Department/ Office	Version number	Version date
		Office of Human Subjects Protections (OHSP)	01	07/23/2024

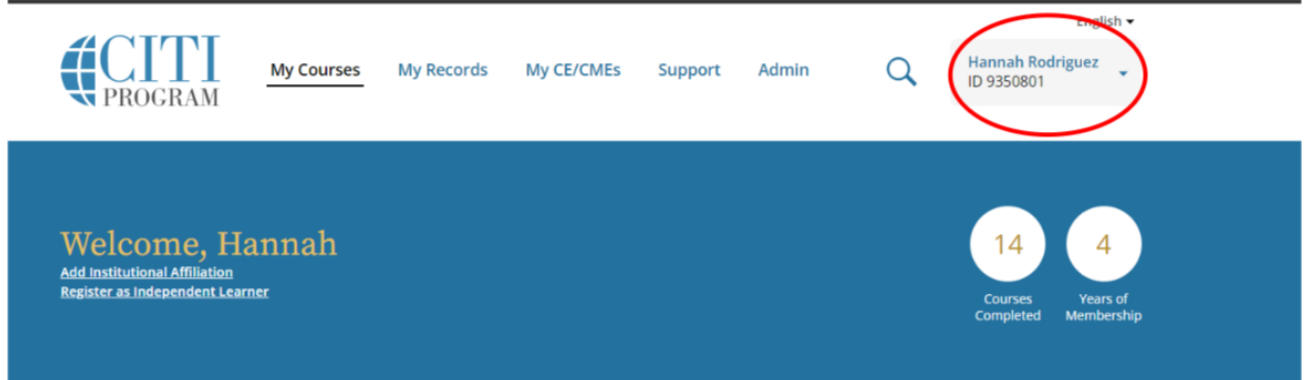
## Linking Cayuse and CITI – Updating Preferred Email Address

The Cayuse Platform integrates with CITI to display the completion status for Human Subjects Protection and Good Clinical Practice trainings. The following instructions guide researchers on updating their preferred email in CITI to support the Cayuse and CITI Training link.

1. Navigate to <https://utd.link/citi-program>
2. Log into CITI using your UTD NetID & Password.



3. By your name, click on the “Profiles”

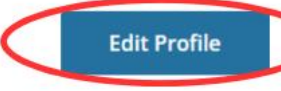


— Institutional Courses —

4. Select “Edit Profile”

**Member Profile**

Your member profile for the CITI Program includes additional fields and preferences not shown here. For more information, please [view or edit](#) your member profile.

Member ID	CITI Member ID	
Username	CITI Username	
Password	*****	
First Name	First Name	
Last Name	Last Name	
Preferred Email	NetID@UTDallas.edu	
Secondary Email	SecondaryEmail	

5. Edit the “Preferred Email” to your [NetID@utdallas.edu](mailto:NetID@utdallas.edu) email address & select “Update”

Your preferred email address \*

Please verify your preferred email address \*

6. Confirm the “Preferred Email” has been updated. Following the update, it can take

approximately 24 hours to link in Cayuse.

## Member Profile

Your member profile for the CITI Program includes additional fields and preferences not shown here. For more information, please [view or edit](#) your member profile.

Member ID      CITI Member ID  
Username        CITI Username  
Password        \*\*\*\*\*  
First Name      First Name  
Last Name       Last Name  
Preferred Email **NetID@UTDallas.edu**  
Secondary Email SecondaryEmail

Edit Profile

- Once linked, you can select the “view” button next to your name in Cayuse and the completed training in CITI will be available.

Name	Organization	Human Subjects Research	the Common Rule				
Researcher name	Research	<b>Human Subjects Research</b>	HSP - Social & Behavioral	Basic Course	Current	1/10/2023	1/10/2026

Primary Contact ⊗ CLOSE

Note: if you cannot find a person in the people finder, please complete [this form](#) to request that they be added to Cayuse.

Name	Organization	Address	Phone	Email	Trainings
Researcher name	Research				<b>View</b>