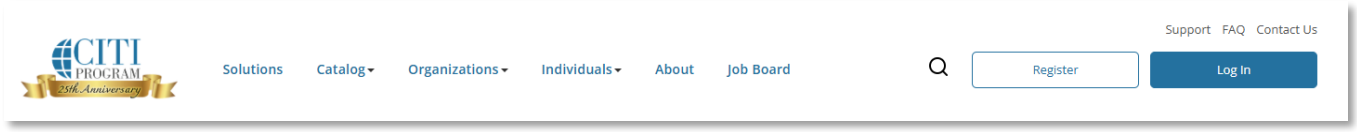
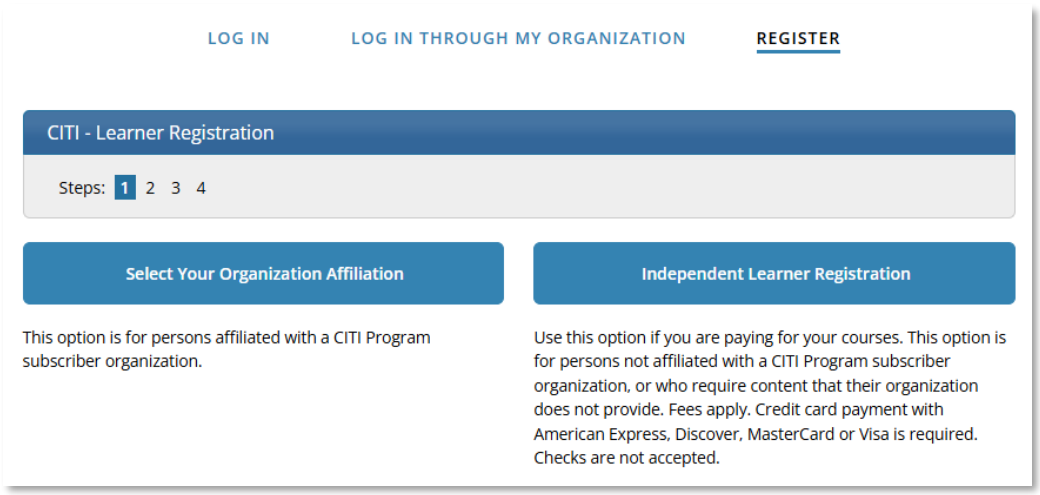
For individuals identified as Senior/Key Personnel, the below satisfies the institutional and NIH requirement to complete training in Other Support Disclosure. For questions about this training, please contact AshLeigh Sanchez (asanchez@mcw.edu).

1. Log into CITI**:** https://about.citiprogram.org/

    a. If you have not created an account, click the **Register** button, otherwise jump to Step 2

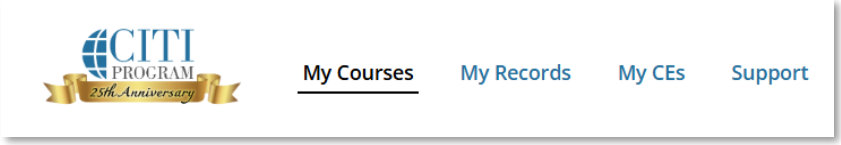


    b. Click **Select Your Organization Affiliation** and enter "Medical College of Wisconsin" to find/add it from the list

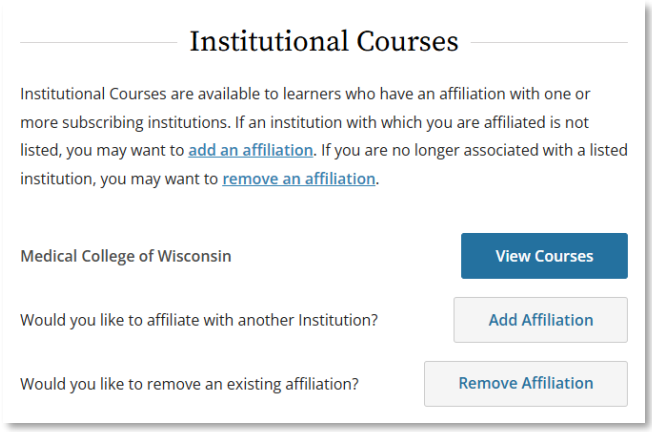


    c. Check the boxes to agree to the Terms of Service and affirmation of affiliation, then click **Create a CITI Program Account**
    d. Enter your First Name, Last Name, and email, then click **Continue to Step 3**
    e. Create a User Name and Password, then click **Continue to Step 4**
    f. Enter Country of Residence and answer the contact question, then click **Continue Registration**
    g. Answer if you are a licensed professional and would like to earn CE credits, then hit **Submit**
    h. Provide the MCW-required information, then click **Continue** (Jump to step 5 below)

2. Click **My Courses** in the banner



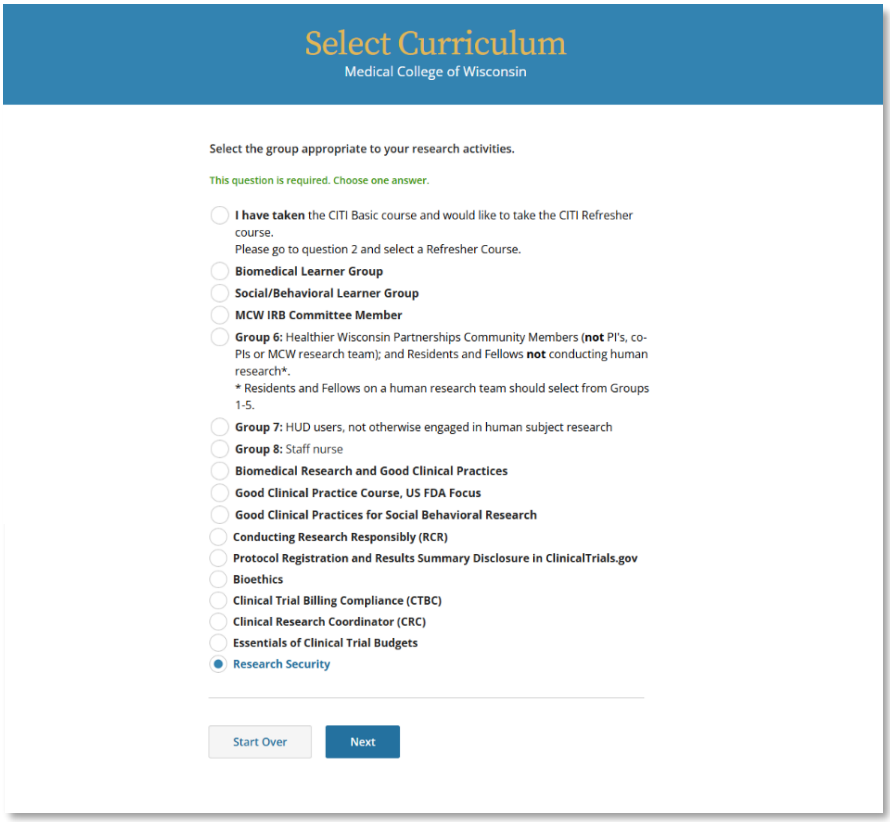
3. Under Institutional Courses, click **View Courses**



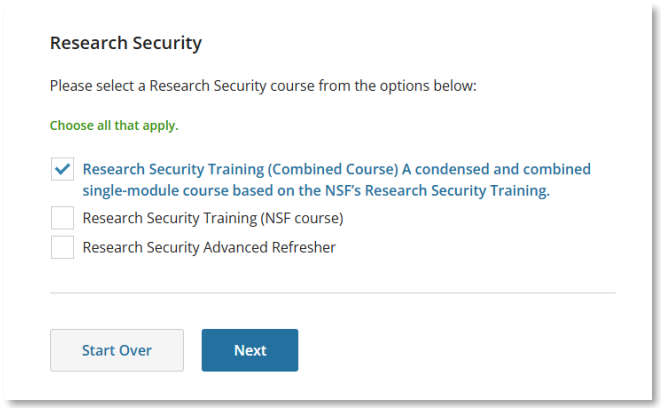
4. Scroll to the bottom of the courses list (these are courses you are enrolled in) and click **Add a Course**



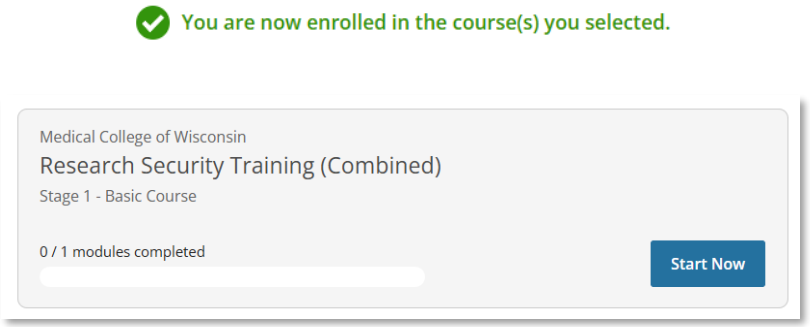
5. From the Select Curriculum screen, select Research Security and click **Next**



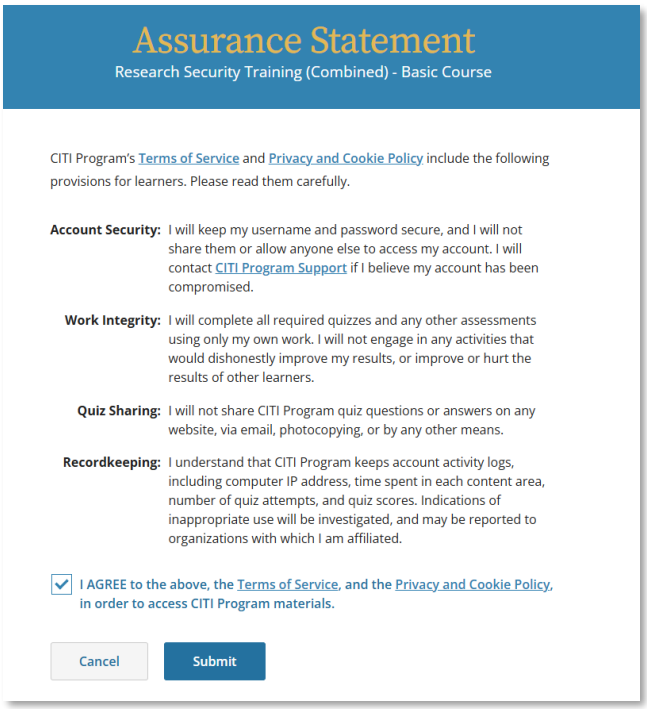
6. Select the desired module, then click **Next**



7. You are now enrolled – click **Start Now** to begin the course



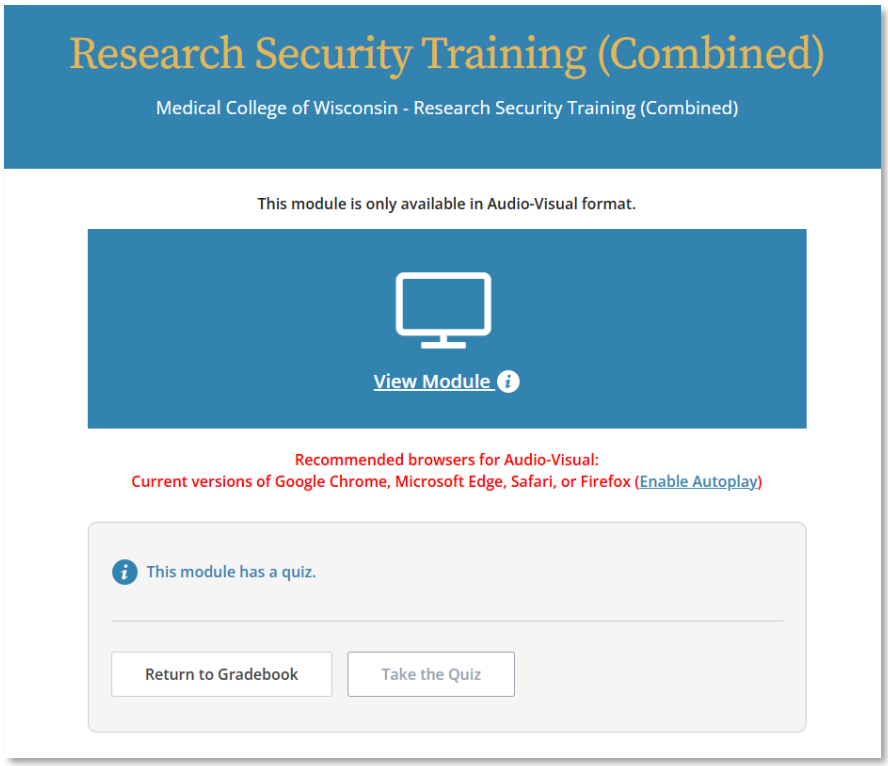
8. Check the box to agree to the Assurance Statement, then click **Submit**



9. Click **Start** when you are ready to begin the module (the training takes ~1 hour)



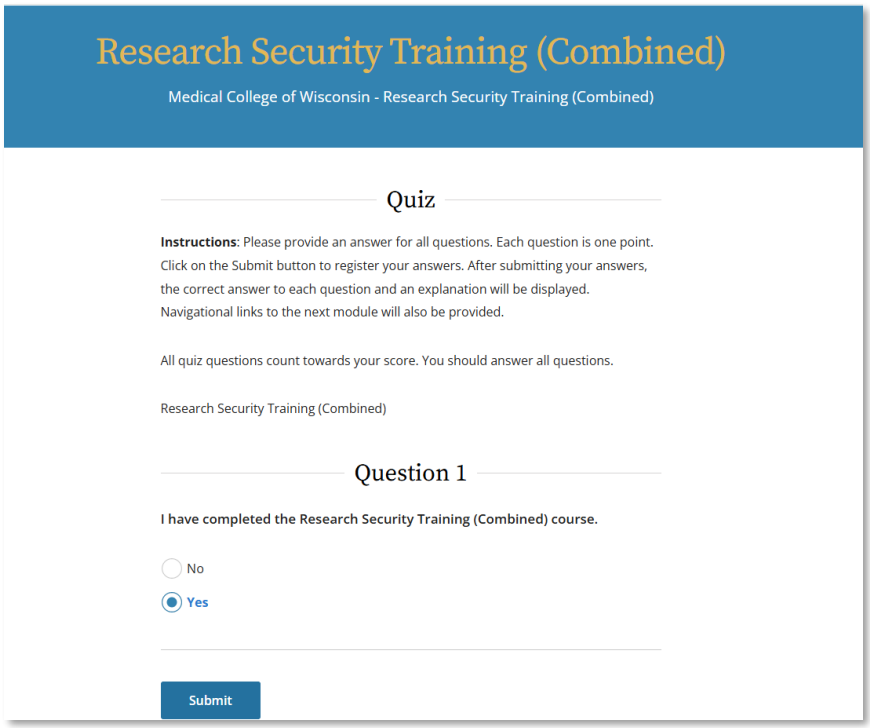
10. Click **View Module** to start – the interactive course includes audio and video



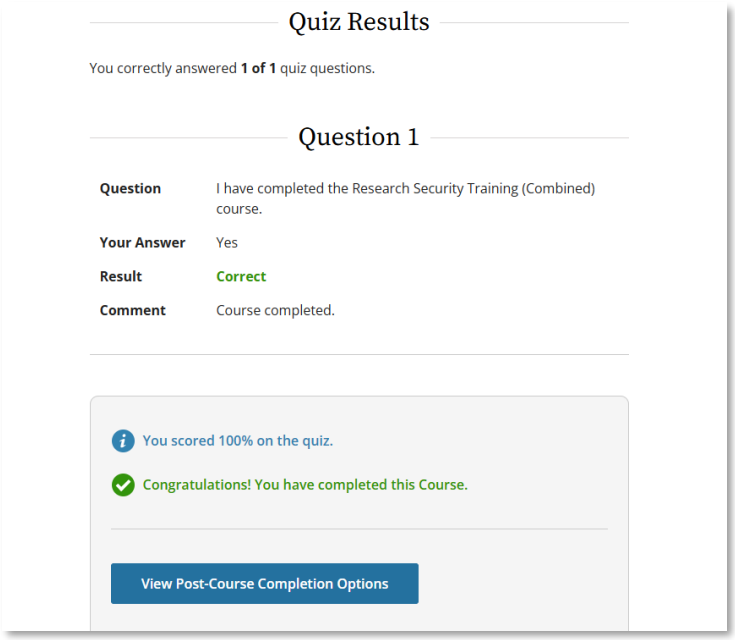
11. Click **Begin** and follow the prompts to the end



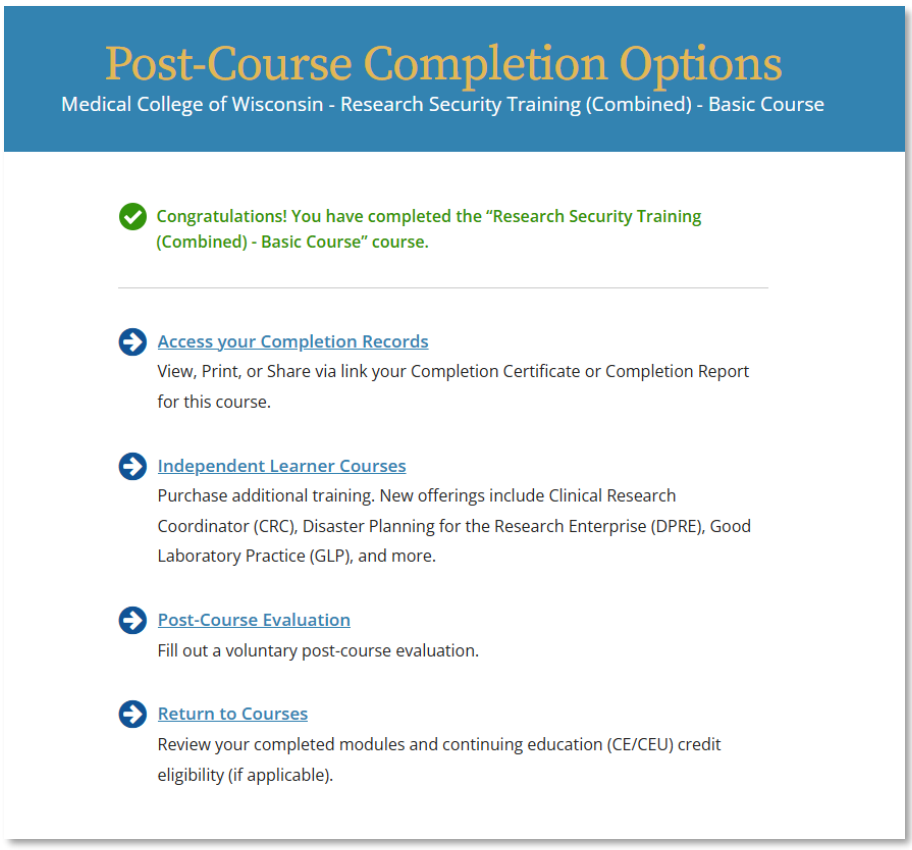
12. Following the training, the 1-question Quiz requires an attestation – check Yes, then click **Submit**



13. Click **View Post-Course Completion Options** to generate a Completion Certificate



14. Click **Access Your Completion Records**



15. Select **View/Print** under Completion Certificate to download a PDF



Example Certificate:

