**CITI FCOI Training**

Under “Create an account” select “Register” (Do *not* use the “Login via SSO” option)

Step 1: Select Your Organization Affiliation (enter University of Massachusetts Boston into search box)

Step 2: Personal Information (name and email address)

Step 3: Create your username and password

Step 4: Country of Residence

Step 5: Continuing Education Unit (CEU) – select NO unless you plan to purchase CEUs. More info on CEUs here: <https://www.citiprogram.org/index.cfm?pageID=248>

Step 6: Complete registration questions

Step 7: Enable the software by selecting the appropriate coursework

To complete the training necessary forFinancial Conflicts of Interest (FCOI) select the following:

Select Add a Course or Update Learner Groups

Check the 4th option “Yes, I need/want to take the course on Financial Conflicts of Interest (FCOI)”



Next, select “Finalize Registration”

Under “University of Massachusetts Boston Courses” select the course name hyperlink and a new page will open

**Please note:** you will need to select “**Complete the Integrity Assurance Statement before beginning the course**.” Review the Terms of Service and **check the box to accept, then select the submit button.**

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**You will now be able to access the training modules. The CITI program will save your progress should you choose to complete the modules in multiple sessions.**