

How to set up the CITI Training for MyIBC use:

Users must go through the Pitt CITI Access Portal to affiliate with the university as there is no way to directly affiliate with the university from the CITI website. If you have an existing CITI account, it is important you follow instructions so a duplicate account is not created.

Creating your Pitt CITI account

Step 1: Go to www.citi.pitt.edu click , and enter your Pitt email account information

Step 2: This page will display only once for first time users. Use the link to complete the enrollment process. *Your Pitt/CITI account has now been created and you will not repeat these steps*

Select your CITI courses

You can now select your course or exit the site and complete your courses at a later time.

Step 3: Click on and review the requirements before proceeding

Step 4: Use the checkboxes to select your learner group and select the “Biosafety – MyIBC” course to add. Note: If you selected the incorrect learner group, you can revise it using “link Select CITI Courses”.

Step 5: You are now redirected back to the CITI main menu Scroll to the “University of Pittsburgh” section and click to access the courses.

Step 6: Click on the courses to access any courses in your account started but not completed.

Step 7: Once the “Biosafety – MyIBC” course is completed, then *after the data transfer* from CITI to MyIBC – **typically overnight** – you can access the MyIBC webportal.