Instructions to Download and Save CITI Training Certificates:

To download a CITI Training Certificate from the CITI **Program**, follow these steps:

1. Click  on  <https://www.citiprogram.org/>
2. Click on Log in
3. Enter your CITI Program User ID and PW to log into your CITI Program account
4. Click on “ My Records” tab at the top
5. In the drop down box titled: “Show Records for” select: ***University of Connecticut Health Center***
6. Under the “Completion Report” column select the raw of the training you have completed and click on ***View-Print-Share***
7. Under “ Completion Report” click on ***View/Print***
8. Make a Right click on your mouse and Select “Sava as” , then save it into your computer

To download a CITI Training Certificate from **iRIS,** follow these steps:

1. Click on **My Assistant** Menu
2. Click on **My Account information** sub-menu
3. Click on **Training History**
4. Click on the **Edit/View** Icon
5. Click on Download
6. Save it into your computer