


# CITI Training: Print Completion Report

## Login

1. Go to <https://citiprogram.org> and login with your credentials. If you do not remember your credentials, contact [CITI support](#).

## Print Completion Report


2. After you login, the screen will refresh to the Main Menu screen. Verify that one of the listed course in the table is either
  - the **Social Behavioral Research Investigators and Key Personnel** course or
  - the **Biomedical Research Investigators and Key Personnel** course.
- A. **If you see the one of these courses listed in the table**, click the **Print Report** link under Completion Reports column for that course. A new window will open and display a PDF that you can save to your computer.

Main Menu			
▼ University of Colorado at Boulder Courses			
Course	Status	Completion Report	Survey
Biomedical Research Investigators and Key Personnel	Passed 06/26/2012	Print Report 	Take Survey
Social and Behavioral Responsible Conduct of Research	Incomplete	Not Earned	
Working with Rats in Research Settings	Incomplete	Not Earned	

- B. **If one of these courses is not listed in the table**, click on the **View Previously Completed Coursework** link in the **My Learner Tools for University of Colorado at Boulder** box.

Main Menu			
▼ University of Colorado at Boulder Courses			
Course	Status	Completion Report	Survey
Course Projects	Passed 02/27/2012	Print Report	Take Survey
Social and Behavioral Responsible Conduct of Research	Incomplete	Not Earned	
Working with Rats in Research Settings	Incomplete	Not Earned	

My Learner Tools for University of Colorado at Boulder

- Add a Course or Update Learner Groups
- **View Previously Completed Coursework** 
- Update Institution Profile
- View Instructions page
- Remove Affiliation


The screen will refresh to the Previously Completed Coursework screen. Find the appropriate course from the list and confirm that the expiration date has not passed. If the course is valid (i.e. you have completed it within the last 3 years), click the **View** link under the Completion Report column to save a copy of your completion report to your computer.

# CITI Training: Print Completion Report

Main Menu > Previously Completed Coursework

University of Colorado at Boulder Reports

University of Colorado at Boulder Curriculum: Human Research

Biomedical Research Investigators and Key Personnel									
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report	
Basic Course	8253172	80%	96%	12/02/2011	06/26/2012	06/26/2015	<a href="#">View</a>	<a href="#">View</a>	

Course Projects									
Stage	Completion Report #	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Completed Modules	Completion Report	
Basic Course	7558249	80%	90%	11/23/2011	02/27/2012	02/26/2015	<a href="#">View</a>	<a href="#">View</a>	