

**First**, go to the CITI site and select "Add a Course" from the My Learner Tools for Ohio University. See below.

The screenshot shows the CITI Program website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". To the right of the header is a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links for "Main Menu", "My Profiles", "My CEUs", "My Reports", and "Support".

Under the "Main Menu" section, there is a dropdown menu for "Ohio University Courses". This dropdown contains a table with the following structure:

Course	Status	Completion Report	Survey
Faculty, Administrators and Students	Not Started	Not Earned	

Below the table is a section titled "My Learner Tools for Ohio University" which contains a list of links:

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

At the bottom of the interface, there are two blue buttons with white text:

- [Click here to affiliate with another institution](#)
- [Affiliate as an Independent Learner](#)

**Second**, select "Conflict of Interest" from the list. See below.

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The main content area is titled "Select Curriculum - Ohio University (533)". Below the title, a note states "\* indicates a required field." The main section contains a heading "\* At this time, I wish to take:" followed by the instruction "Choose all that apply". Below this are six checkboxes with corresponding text:

- Human Subjects training (required for IRB submission)
- Animal training (required for IACUC submission)
- Responsible Conduct of Research training (only required for some federally funded research, eg. NSF. Consult with Compliance Office if needed.)
- Conflict of Interest training
- Good Clinical Practice course
- Faculty, Administrators and Students (IPS)

At the bottom of the form are two buttons: "Next" and "Start Over".

**Third**, hit the next button and proceed to take the course.

**Fourth**, download the completion report and then go to the LEO COI login site and upload the completion report.