

## Downloading a CITI Completion Certificate

1. Login to your CITI account – <http://citiprogram.org>
2. Click the tab at the top of the page that says “My Records”
3. All the courses you are registered for, and have completed, will populate.
4. Under each completed course will be a link that says “View-Print-Share”

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	36459270	80%	89%	08-May-2020	20-May-2020	19-May-2025	<a href="#">View</a>	<a href="#">View-Print-Share</a>

Human Research - Social/Behavioral Research (ID 6478)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	34729525	80%	90%	08-May-2020	20-May-2020	19-May-2025	<a href="#">View</a>	<a href="#">View-Print-Share</a>

5. Click “View-Print-Share” and a new screen will appear.

## Western Carolina University

ID 866

### Social/Behavioral Research

Name	Stage	Completion Date	Expiration Date	Record ID
Jamie Carson	1 - Basic Course	20-May-2020	19-May-2025	34729525

#### Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)

[Copy Link](#)

#### Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)

[Copy Link](#)

[in](#) Add to LinkedIn

6. Click “View/Print.” A .pdf version of the certificate will download. Save the certificate to your computer so you can upload it to your InfoEd Project.