

Updating your CITI Training Certificate in your PHIRST profile

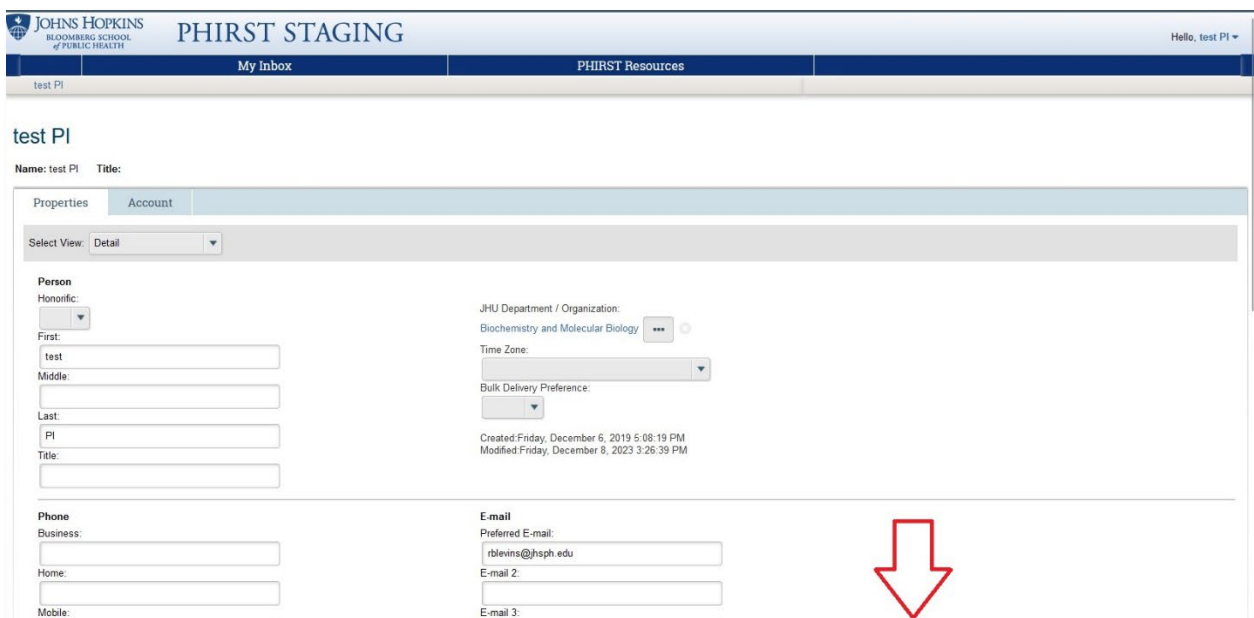
1: When you open your PHIRST landing page (<https://phirst.jhsph.edu>) please navigate to your hyperlinked name in the upper right corner, clicking on it will open a small window.



2: Once this window opens, select 'My Profile'



3: On the following page scroll down until you see the field that will allow you to upload your CITI HSR training certificate.



4: Once you have uploaded your certificate please remember to update the completion date field and to hit the OK button to save your changes.

The screenshot shows a web form with the following fields and annotations:

- Country:** A dropdown menu.
- HST Certificate:** A text field containing "123456.pdf(0.01)" with an "Upload Revision" button. This field is circled in red.
- HST Training Completion Date:** A date picker field showing "12/7/2023". This field is also circled in red.
- HST Training Expiration:** A date picker field showing "12/7/2023".
- HIPAA Training Certificate:** A text field containing "[None]" with an "Upload" button.
- HIPAA Training Completion Date:** A date picker field.
- Good Clinical Practices (GCP) Certificate:** A text field containing "[None]" with an "Upload" button.
- sIRB Training Certificate:** A text field containing "sIRB Approval Letter_NA.docx(0.01)" with an "Upload Revision" button.
- sIRB Training Certificate Completion Date:** A date picker field.
- Required:** A label at the bottom left of the form.
- OK:** A button at the bottom right of the form, indicated by a red arrow pointing downwards.