LiveText Document Submissions

CITI Training Document

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Before You Begin….

Please complete the CITI Training at the CITI Course site:
https://www.citiprogram.org/

Print the results and certificate and SAVE the document to upload it to the course in LiveText.

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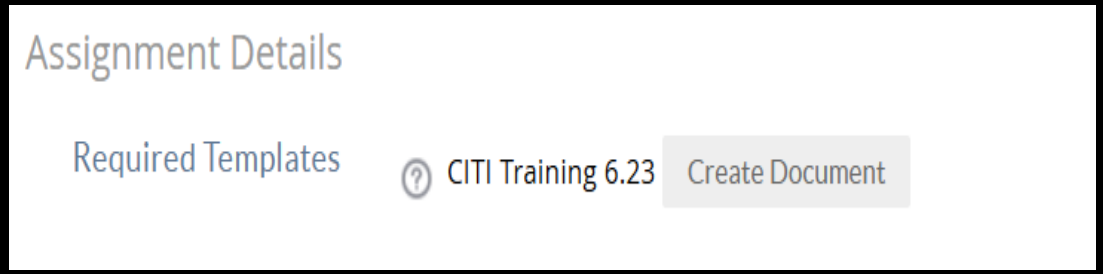
Step 1

After you log into your LiveText account, on the Dashboard, you will see “CITI Training Submission”- click “Begin Assignment”.

Step 2

Select the “Create Document” link to add your CITI score report



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Step 3

You will be provided with a template to add our document (see example). Please follow the instructions provided on the template. You will attach the CITI score report to the bottom of the template.

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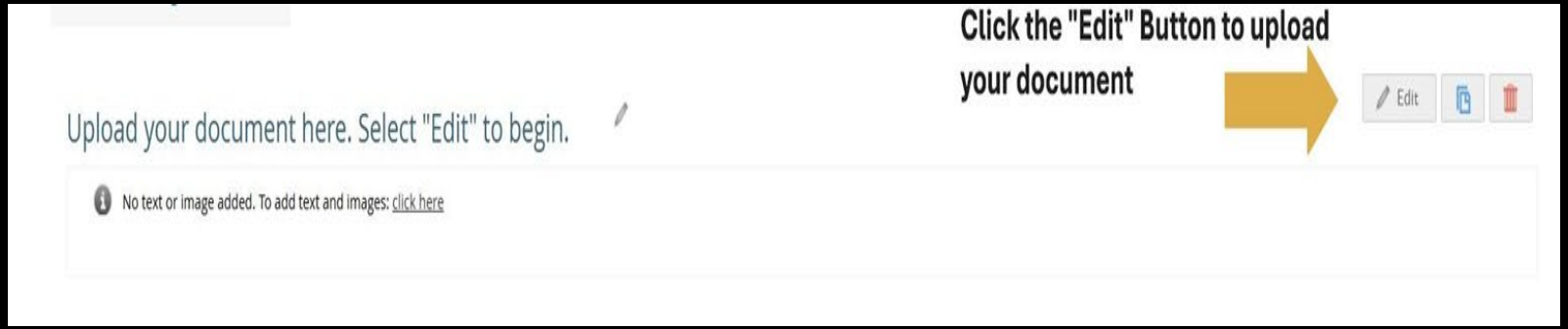
Steps 4

Click the “Edit” Button in the bottom template section



Step 5

Upload your document completing the following steps:

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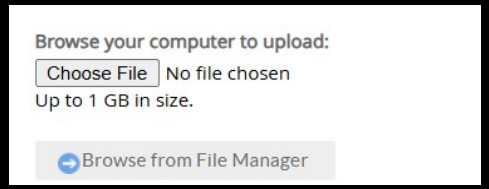
Steps 6 & 7

Select “Choose File” to select the CITI report from your computer. Once your document has successfully attached your will see “Completed to the right of the file. Select the green “Save & Finish” button.



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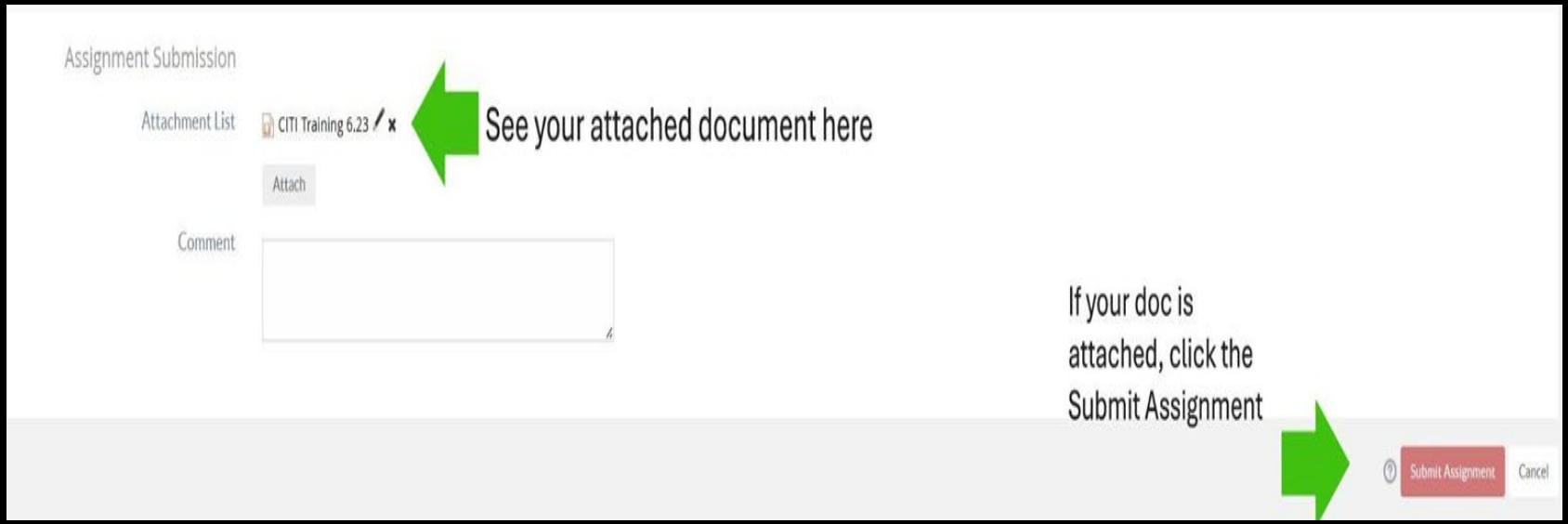
Step 8

You will see your CITI document attached to the bottom of the template. Scroll to the top of the page and select the “Attach to Assignment” button

Step 9



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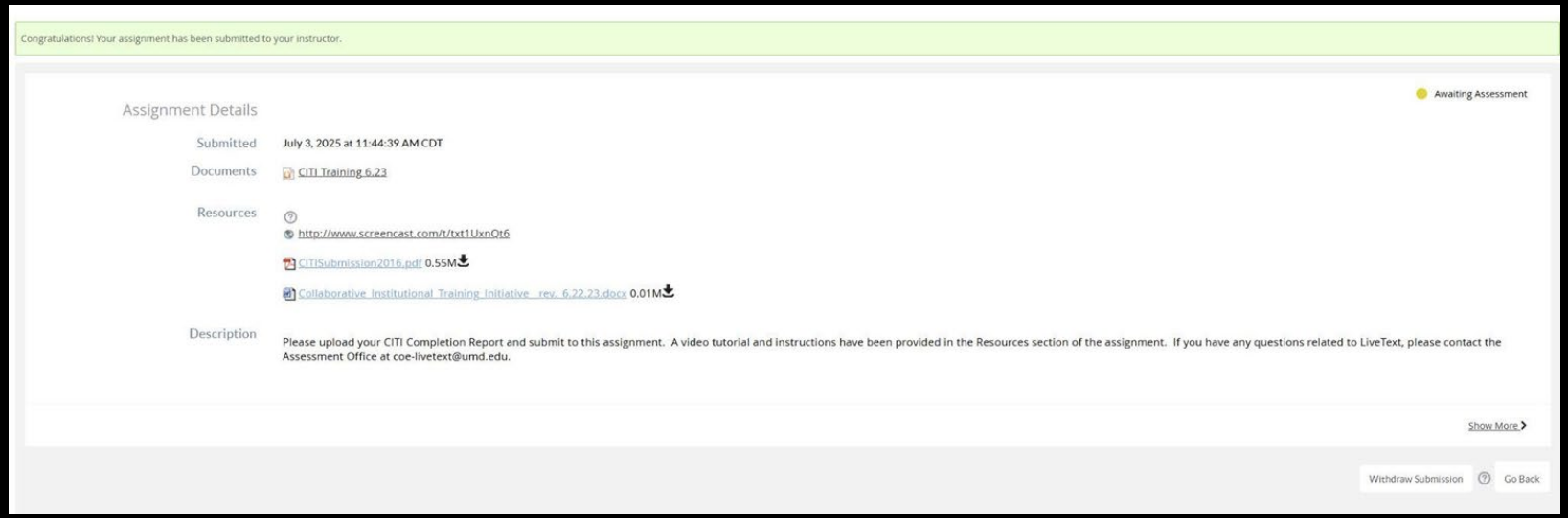
Step 9

Once you have submitted your assignment your status will change to “Awaiting Assessment”. You have the option of withdrawing your submission and resubmitting until your assignment has been scored. When your assignment status turns “green” your assignment has been assessed.



Questions?

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