

# CITI ON-LINE Single Sign On and Account Set-up Directions (Conflict of Interest)



**STEP 1:** Goto homepage for site (<https://citiprogram.org> ) and no matter what your prior status, click on the SSO (Single Sign On) box option in middle of page on the right. DO NOT CLICK on individual account.

The screenshot shows the CITI Program homepage with navigation links for CMEs/CEUs, Publications, News, and Contact Us. On the left is a banner for 'VULNERABLE POPULATIONS RESEARCH' with a star icon and text: 'LEARN MORE ABOUT VULNERABLE POPULATIONS, TECHNOLOGY, AND MORE' and 'WORKSHOP & APRIL 7, 2016 (RCF)'. Below the banner is a photo of a city skyline and the text 'MIAMI' and 'Completed since 2000'. On the right is a blue login panel with the following options:

- Username:
- Password:
- [Forgot Username or Password?](#)
- Log in through my institution** (highlighted with a red arrow)
  -
- Create an account
  -

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

**STEP 2:** SSO box will take you to a page with all the Universities that use the training. Scroll down and choose the **Colorado School of Mines** on the list and Click.

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.	
SSO requires a username and password issued by the organization.	
Click on the organization name for SSO login instructions.	
1	<a href="#">Allen Institute for Brain Science</a>
2	<a href="#">Arbor Research Collaborative for Health</a>
3	<a href="#">Arizona State University</a>
4	<a href="#">Augsburg College</a>
5	<a href="#">Baylor College of Medicine</a>
6	<a href="#">Baylor University</a>
7	<a href="#">California Institute of Technology</a>
8	<a href="#">Carnegie Mellon University</a>
9	<a href="#">Colorado School of Mines</a> (highlighted with a red arrow)
10	<a href="#">Columbia University</a>



**STEP 3:** Because Mines only adopted SSO February 2016, we have to “associate” pre-existing” and “new” accounts the same way. **A new or returning unmatched user should see this message after you click on the SSO:**

We were unable to automatically match your SSO account with a CITI Program account.

- If you already have a CITI Program account, we will link it to your SSO account.
- If you don't have a CITI Program account we will create one for you.

Click the button to continue.

**Continue**

**EXISTING ACCOUNT HOLDERS (pre-existing account with CITI) follow [STEP 4A](#) immediately following.**

**NEW ACCOUNT HOLDERS/CREATORS (New Account Creation with CITI) follow [STEP 4B](#) on next page.**

**STEP 4A:** They should click the button to continue.

 Collaborative Institutional Training Initiative  
at the University of Miami

Search Knowledge Base

Associate your SSO account with a CITI Program account

Please choose an option:

I already have a CITI Program account. **<-- Choose this if you have an existing account**

I don't have a CITI Program account and I need to create one.

**GOTO NEXT PAGE TO CONTINUE**



**STEP 5A:** (PRIOR ACCOUNT HOLDERS AT CITI ONLY) after choosing that they already have a CITI account, they see the following screen:

**Associate your SSO account with a CITI Program account**

Please choose an option:

I already have a CITI Program account.

I don't have a CITI Program account and I need to create one.

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**Link to an existing CITI Program account**

To link your existing CITI Program account to your SSO account, please log in to your CITI Program account.

\* indicates a required field.

\*CITI Program Username

\*CITI Program Password

**Use your CITI credentials for the existing account to login and match. This only shows up this once.**



Complete any profile items missing (if any) and then select the Conflict of Interest Courses. There are two (2) that are required courses you must read and pass the quiz on to be minimally complete for training. There is also one (1) optional course that is recommended, but not required for training.

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**STEP 4B: (NEW ACCOUNT SET-UP ONLY)** If the person does not have a pre-existing account from other trainings at CITI, then they choose the "new Account" option and follow those screens.

Please choose an option:

I already have a CITI Program account.

I don't have a CITI Program account and I need to create one.

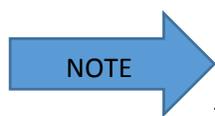
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**Create a new CITI Program account**

By clicking the link below, you will create a new CITI Program account.

This may take up to 1 minute. Please do not click more than once.

**Click the link to create a new acct**



**STEP 5B:** (NEW ACCOUNT AT CITI ONLY) Complete any profile items missing (if any) and then select the Conflict of Interest Courses. There are two (2) that are required courses you must read and pass the quiz on to be minimally complete for training. There is also one (1) optional course that is recommended, but not required.