



**STEP 1:** Go to homepage <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 top navigation menu with links for CMEs/CEUs, Publications, News, and Contact Us. On the left, there is a banner for 'URRY RESEARCH' with text about vulnerable populations and a workshop on April 7, 2016. Below the banner is a photo of a city skyline with the text 'MIAMI' and 'pleted since 2000'. On the right, there is a login section with fields for Username and Password, a 'Log In' button, and a link for 'Forgot Username or Password?'. Below the login section is a 'Log in through nstitution' section with a 'Log in via SSO' button highlighted by a red arrow. At the bottom right, there is a 'Create an account' section with a 'Register' button and text stating that 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.<br>SSO requires a username and password issued by the organization.<br>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>                |
| 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](#)

**NEW ACCOUNT HOLDERS/CREATORS (New Account Creation with CITI) follow [STEP 4A](#) immediately following.**

**EXISTING ACCOUNT HOLDERS (pre-existing account with CITI) follow [STEP 4B](#) on the next page.**

**STEP 4A: (NEW ACCOUNT SET-UP ONLY)** Users needing a new account should 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.

**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 here to create a new CITI Program account.](#)    **Click the link to create a new acct**



**STEP 4B (EXISTING ACCOUNT USERS):** If the person does have a pre-existing account from other trainings at CITI, then they should click the identified button to continue.



**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.

After choosing that they already have a CITI account, the following screen will appear:

**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.

**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.**

**STEP 5:** Complete any profile items missing and then, when finished, register for the necessary training courses.