Connecting CITI to UCLA Single Sign-On (SSO)

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You may have heard...

- This morning, announcements were sent out over multiple listservs describing CITI and UCLA Single Sign-On integration
- The announcements included links to guidance documents with step-by-step instructions for connecting existing CITI accounts and creating new CITI accounts with UCLA Single Sign-On
What is CITI Program?

- The Collaborative Institutional Training Initiative (CITI) Program is a leading provider of research education content.
- UCLA, like many institutions, uses CITI Program for several research training requirements.
What is single sign-on?

- Single sign-on (SSO) is a way to log into multiple related, yet independent, software systems utilizing a single ID and password.
- Example: Using your UCLA Logon ID account, you can sign into numerous UCLA web resources with the same ID and password.

Note: Mednet IDs are not the same as UCLA Logon IDs.
Why would I want to connect CITI to my UCLA SSO?

- UCLA SSO eliminates the burden of creating and managing separate CITI Program credentials
- Identifies who you are to ensure accurate tracking and reporting of training records
- Facilitates more efficient research compliance reviews
How do I connect my existing CITI account to UCLA SSO?

- Go to https://www.citiprogram.org
- Click the “Log In” button
- Click the “LOG IN THROUGH MY INSTITUTION” link
Locate and click “University of California, Los Angeles (UCLA)” in the list. You will be directed to the UCLA CITI Program disclaimer page.

Read the disclaimer and click “I AGREE” to proceed.
When directed to the UCLA SSO page, enter your UCLA Logon ID and password to sign in.

Upon successful login, the CITI Program website will display the message below. Read the message and click "Continue".
When the "Associate your SSO account with a CITI Program account" dialog box appears, select “I already have a CITI Program account.”

The "Link to an existing CITI Program account" dialog box will appear. Enter your CITI Program Username and Password, and click "Log In"
That’s it!

You have now linked your UCLA SSO account to your CITI Program account, which automatically adds the UCLA affiliation to your existing account, and you will be able to log into CITI Program using your UCLA SSO going forward.
For more information, visit the OHRPP website, stay tuned for additional announcements or contact mirb@research.ucla.edu.

http://ora.research.ucla.edu/OHRPP/Pages/CITITraining.aspx

Guidance documents for connecting existing and creating new CITI accounts using UCLA SSO are available on our website.
Human Research News

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investigators-l+subscribe@lists.ucla.edu

The subject line and body of the e-mail can be blank.
Thank you!

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