

# Job Aid: Using UCLA SSO for CITI Program

*For Existing CITI Program Users*

## Advantages of Using UCLA Single Sign On (SSO)

UCLA SSO is a secure process that allows you to access the CITI Program with your UCLA Logon ID, the single username and password that you currently use for other UCLA applications. 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, and facilitates more efficient research compliance reviews (e.g. IRB, ARC, etc.)

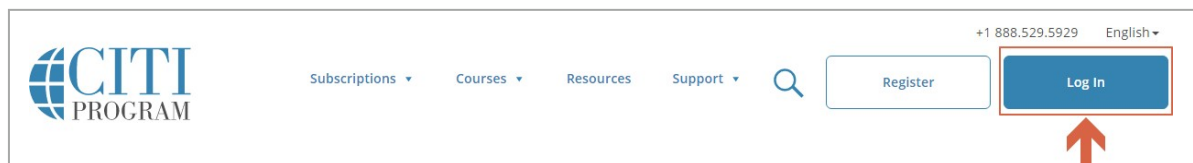
## About This Job Aid

This Job Aid provides step-by-step instructions on how to match your existing CITI Program account with your UCLA Single Sign On account.

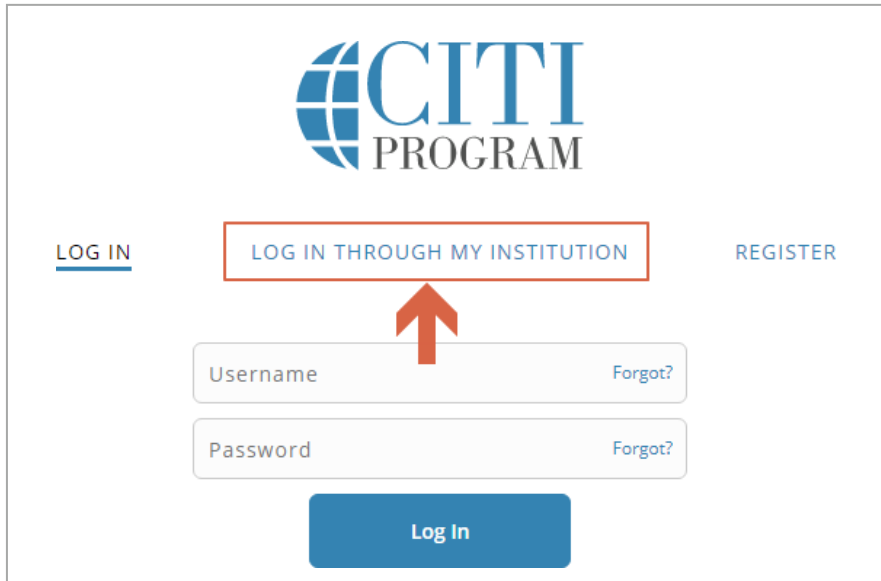
**PLEASE NOTE:** If you have multiple CITI Program accounts that need to be merged and linked to your UCLA SSO account, please first contact OHRPP via email [mirb@research.ucla.edu](mailto:mirb@research.ucla.edu) with the following information: Your First Name, Last Name, CITI Account IDs to be merged, and which account should be designated as the primary. Once your multiple accounts have been merged, you may proceed with the steps outlined in this job aid.

Please follow the steps below:

1. In your browser, go to <https://www.citiprogram.org>.
2. Click the "Log In" button.



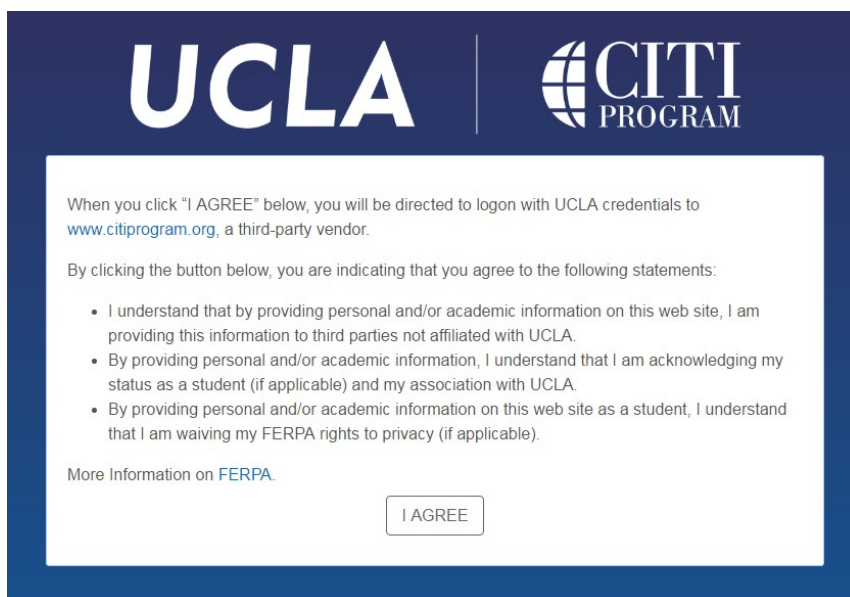
3. Click the "LOG IN THROUGH MY INSTITUTION" link.



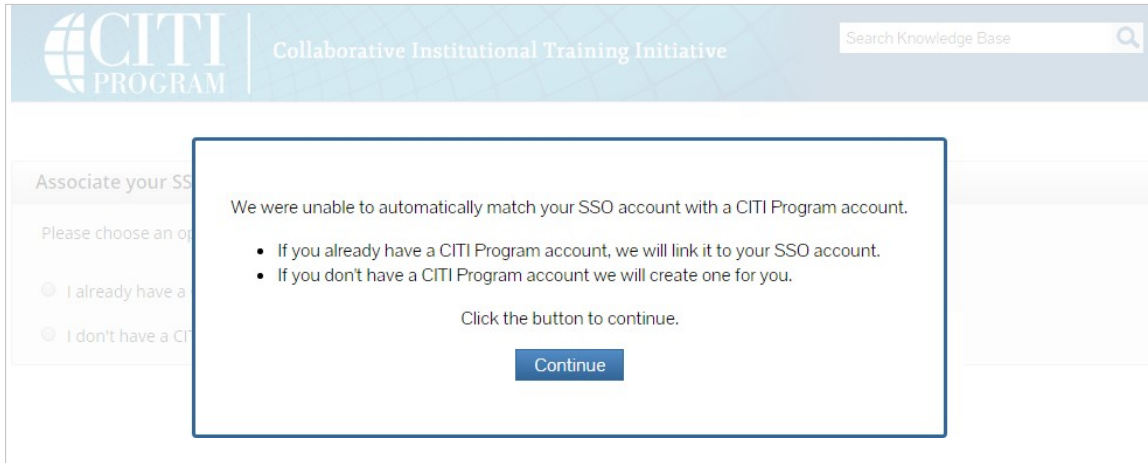
4. Locate and click "University of California, Los Angeles (UCLA)" in the list. You will be directed to the UCLA CITI Program Disclaimer page.



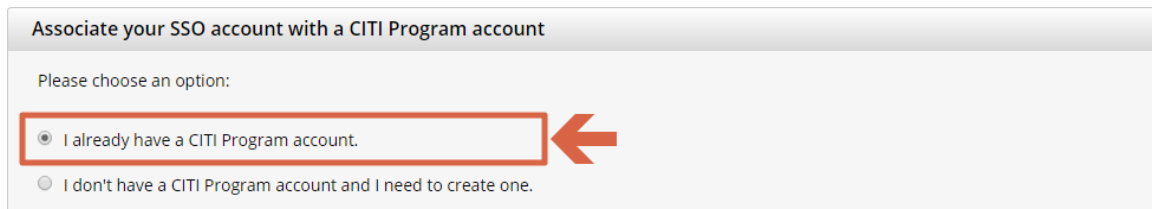
5. Read the disclaimer and click "I Agree" to proceed.



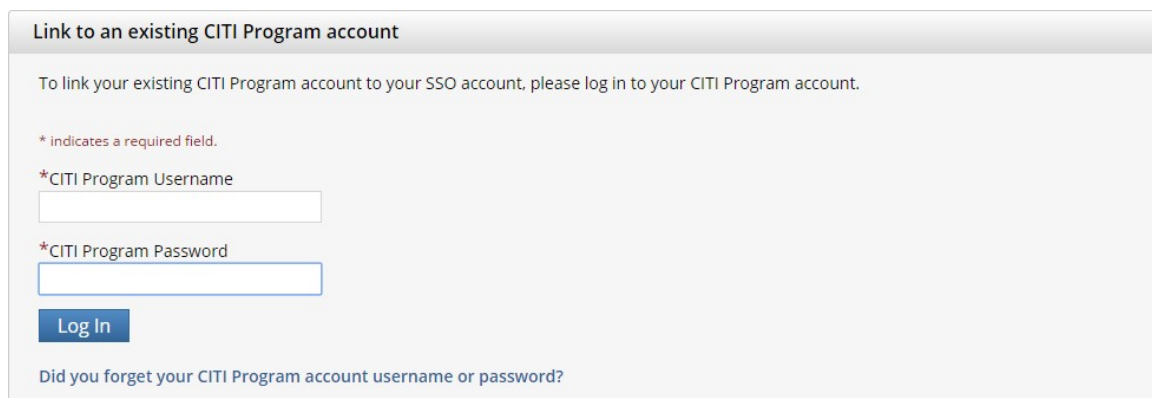
- When directed to the UCLA SSO page, enter your UCLA Logon ID and password to sign in.
- Upon successful login, the CITI Program website will display the message below. Read the message and click "Continue."



- When the "Associate your SSO account with a CITI Program account" dialog box appears, select "I already have a CITI Program account."



- Once you have selected the option in Step 7, the "Link to an existing CITI Program account" dialog box will appear. Enter your CITI Program Username and Password, and click "Log In".



This will link your UCLA SSO account to your CITI Program account. It will also add the UCLA affiliation to your existing account. Once this step is completed, you will be able to log into CITI Program using your UCLA SSO.