

Job Aid: Using UCLA SSO for CITI Program

For New 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.)

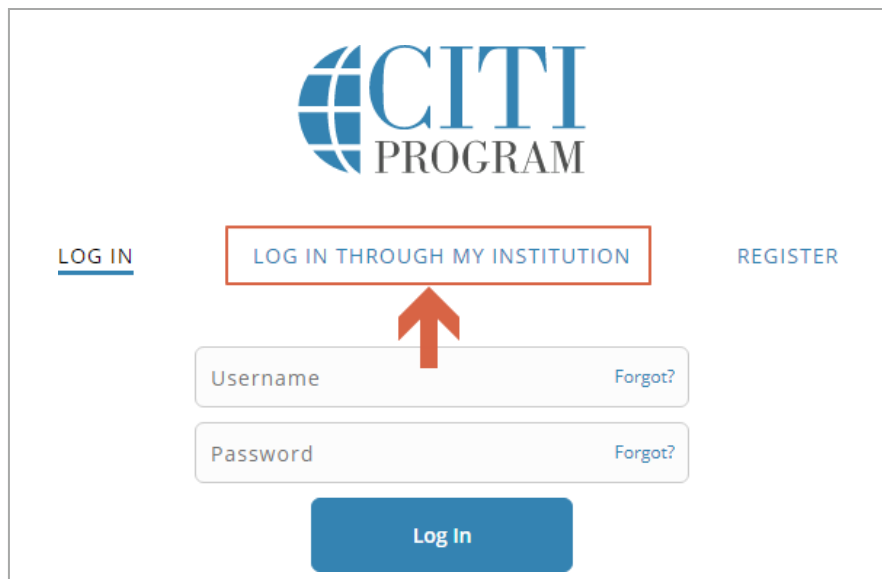
About This Job Aid

This Job Aid provides step-by-step instructions on how to create a new CITI Program account with your UCLA Single Sign On account. Please follow the steps below:

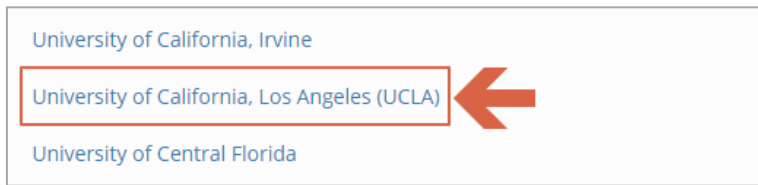
1. In your browser, go to <https://www.citiprogram.org>.
2. Click the "Log In" button.



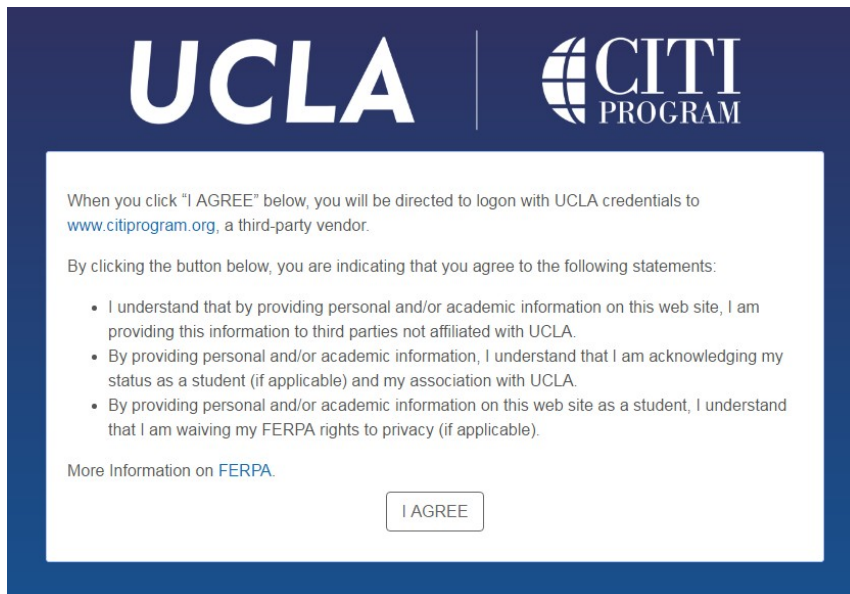
3. Click the "LOG IN THROUGH MY INSTITUTION" link.



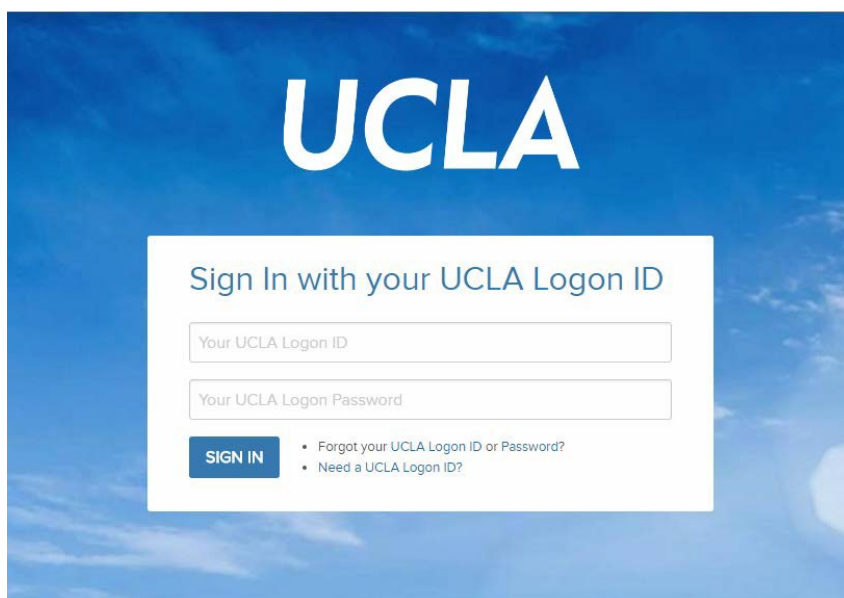
4. Locate and click "University of California, Los Angeles (UCLA)" in the list. You will be directed to the UCLA CITI Program Disclaimer page.



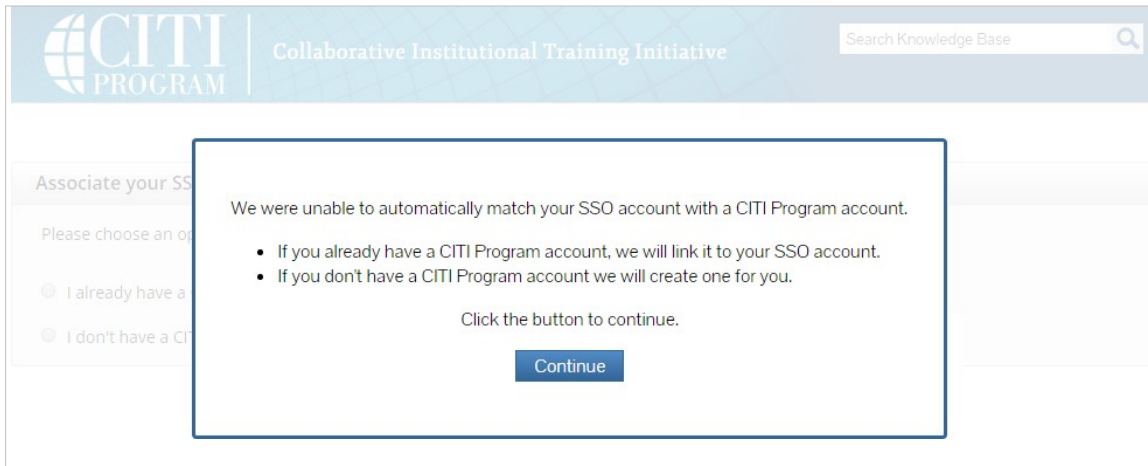
5. Read the disclaimer and click "I Agree" to proceed.



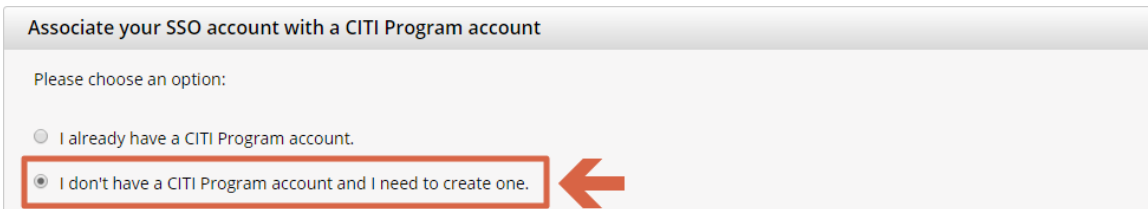
6. When directed to the UCLA SSO page, enter your UCLA Logon ID and password to sign in.



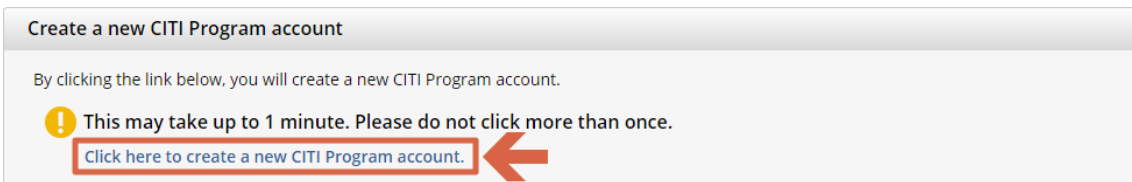
7. Upon successful log in, the CITI Program website will display the message below. Read the message and click "Continue."



8. When the "Associate your SSO account with a CITI Program account" dialog box appears, select "I don't have a CITI Program account and I need to create one."



9. Once you have selected the option specified in Step 7, the "Create a new CITI Program account" dialog box will appear. Read the message and click "Click here to create a new CITI Program account."



This will set up your new account. However, you will still need to update the rest of your profile and add courses.