

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



The screenshot shows the UCLA Logon ID sign-in interface. At the top, the word "UCLA" is displayed in large white letters on a blue background. Below this, the text "Sign In with your UCLA Logon ID" is centered. There are two input fields: the first is for the UCLA Logon ID, and the second is for the password, labeled "Your UCLA Logon Password". A "SIGN IN" button is located below the password field. To the right of the button, there are two links: "Forgot your UCLA Logon ID or Password?" and "Need a UCLA Logon ID?". Below these links, there is an "or" separator and a section for "UCLA Health Sciences" members, with the text "Are you a member of UCLA Health Sciences? Sign in with your Mednet username and password".

Note:

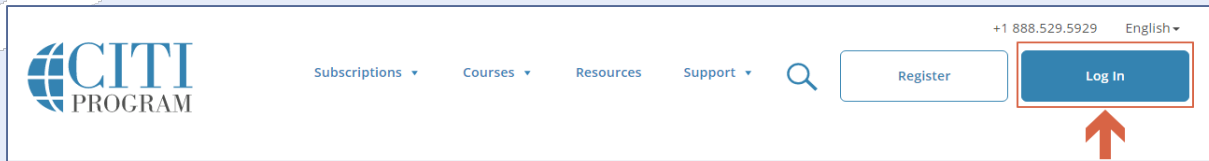
Mednet IDs are not the same as UCLA Logon IDs

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?

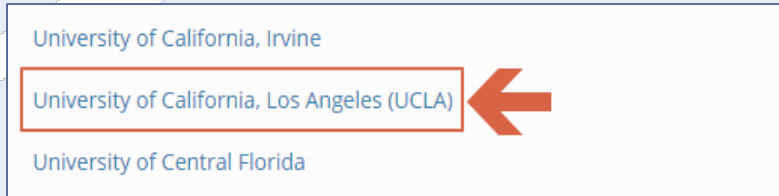
- ❖ Go to <https://www.citiprogram.org>
- ❖ Click the “Log In” button



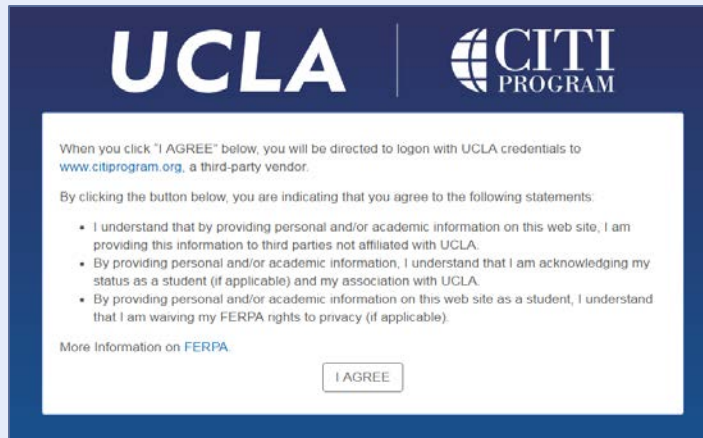
- ❖ Click the “LOG IN THROUGH MY INSTITUTION” link



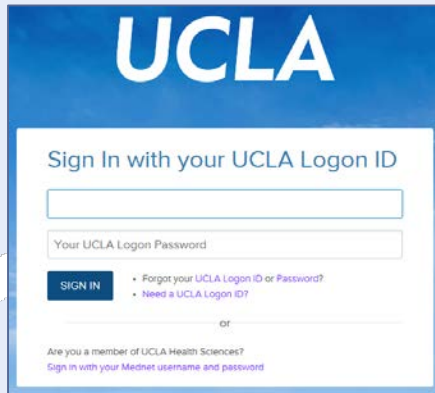
❖ Locate and click “University of California, Los Angeles (UCLA)” in the list. You will be directed to the UCLA CITI Program disclaimer page



❖ 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



The screenshot shows the UCLA Sign In page. At the top, the word "UCLA" is displayed in white on a blue background. Below this, the text "Sign In with your UCLA Logon ID" is centered. There are two input fields: the first is for the UCLA Logon ID, and the second is for the password, labeled "Your UCLA Logon Password". A "SIGN IN" button is located below the password field. To the right of the button, there are two links: "Forgot your UCLA Logon ID or Password?" and "Need a UCLA Logon ID?". Below these links, the word "or" is centered. At the bottom of the form, there is a link for "Are you a member of UCLA Health Sciences? Sign in with your Mednet username and password".

❖ Upon successful login, the CITI Program website will display the message below. Read the message and click "Continue"



The screenshot shows a message on the CITI Program website. The header includes the "CITI PROGRAM" logo, the text "Collaborative Institutional Training Initiative", and a search bar labeled "Search Knowledge Base". The main message reads: "We were unable to automatically match your SSO account with a CITI Program account." Below this message are two bullet points: "If you already have a CITI Program account, we will link it to your SSO account." and "If you don't have a CITI Program account we will create one for you." At the bottom of the message, there is a "Continue" button.

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

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.

- ❖ The "Link to an existing CITI Program account" dialog box will appear. Enter your CITI Program Username and Password, and click "Log In"

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

Did you forget your CITI Program account username or password?

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.

Education and Training ▶	Overview
Post Approval Reporting	Certification (CITI Training)
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For and About the IRB ▶	Monthly Training Sessions
For Research Participants ▶	Training Upon Request



<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](#).

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investigators-l+subscribe@lists.ucla.edu

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

Thank you!

❖ For questions:

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