Directions for Matching your Existing CITI Account to Your GT Single Sign On Account

NOTE: these instructions will ask you to access CITI through the RCR website, but the matching instructions will work regardless of the type of CITI course you are taking (IRB, IACUC, RCR or Export)

If you already have a CITI account, matching the account to your Georgia Tech credentials will help ensure that your CITI course completions are properly logged in Georgia Tech’s systems. If you have only accessed CITI through Georgia Tech’s CITI Single Sign On (SSO) link or through CITI’s “Log In Through My Organization” option, you are probably already matched. However, if you have accessed the CITI Program site without using the SSO feature or if you have multiple CITI accounts, your account(s) may not be properly matched. Follow the matching instructions below. (See Step 9 if you have completed a CITI course at a different institution).

1) On the Online Training screen (https://rcr.gatech.edu/online-training) click the gold “Begin CITI RCR Training” button to access CITI through GT SSO (select this button even if you do not need to complete RCR training):

CITI RCR Training

Begin CITI RCR Training

2) If you are not already logged in to the GT CAS Authentication System, you will be taken to the CAS Login Screen where you will enter your GT Account and Password. (If you are already logged in, you will skip this step):
3) You may see an **Attribute Consent** page – if so, before continuing, confirm that you are passing YOUR GT credentials to CITI. If you are sharing a computer with someone, you may see the wrong credentials. Close your browser window and start over. Otherwise, click “Confirm”.

4) If CITI can automatically match your existing CITI account to your Georgia Tech credentials, you will be brought immediately to your CITI main screen – you will see your name in the upper right-hand corner (the screen shown below is for example only).

**YOUR ACCOUNTS ARE MATCHED! Skip to step 8.**

5) If CITI is NOT able to automatically match you to your existing CITI account, you will see the following screen instead. Select the option to indicate “I already have a CITI Program account.” Do NOT create a new account – this will result in duplicate CITI accounts which must be merged by CITI Support.
6) You will then be asked to associate your GT SSO account with a CITI Program account. You want to link your GT SSO account to your **existing** CITI Program account. This is accomplished by logging in to your existing CITI account with the CITI Username and Password that you used when you created your existing CITI account. (If you have forgotten your CITI account username or password, select that option to retrieve your username and/or password):

![CITI Program login screen](image)

Enter your existing CITI username and password or request to retrieve it if you've forgotten it.

7) Once your accounts are linked, you should see your CITI account screen. The matching process is complete!

![CITI Program course screen](image)

8) You can now log out of CITI, or you can continue with the CITI Program site - adding the course you need to complete or continuing your work on courses that you have already started.
9) **IF YOU COMPLETED A CITI COURSE AT A DIFFERENT INSTITUTION:** You may be able to get credit for courses completed at another institution, for example, the CITI RCR Basic Course (not all CITI courses transfer from one institution to another). Once you’ve linked your accounts through SSO, go to “View Courses” under Georgia Institute of Technology. Select “Learner Tools”, then “Add a Course”. From the Georgia Tech menu that follows, select the Curriculum that applies to the type of course that you want to transfer, and answer any other questions that follow. The course will be added to your GT CITI course list and any modules that are the same as the ones Georgia Tech uses will transfer over. You will then need to step through the course to complete any additional modules and quizzes that Georgia Tech requires.

**Georgia Institute of Technology**

Select “Learner Tools”:

**Georgia Institute of Technology**

Active Courses

Select “Add a Course”:

Select the relevant Curriculum (this menu is subject to change):
10) **ONE FINAL IMPORTANT STEP:** Check that all your CITI course completions are in your GT CITI SSO Account. If they are not, you may have additional unmatched CITI accounts. To have all your CITI course completions recorded in Georgia Tech’s systems, your other CITI account(s) will need to be merged into your GT SSO CITI Account. Contact judy (dot) willis (at) gatech (dot) edu for assistance with CITI account merging.

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