

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 non-SSO CITI account through Georgia Tech, matching the account to your GT SSO credentials will help ensure that your CITI course completions are properly logged in Georgia Tech's systems.

If you have an existing CITI account with another institution, this step will allow you to link your existing CITI account to your GT SSO credentials and to complete training required by Georgia Tech (or to receive "credit" for training that you've already completed).

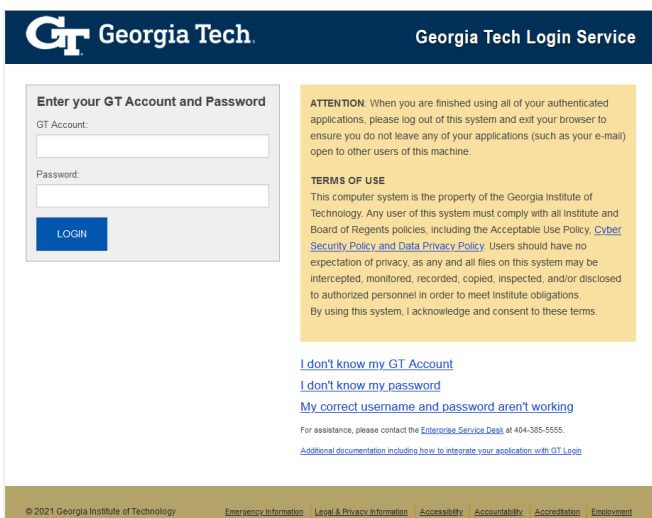
If you have only accessed CITI through Georgia Tech's CITI Single Sign-On (SSO) link or through CITI's "Log In Through My Organization" (Georgia Institute of Technology) option, you are probably already matched. However, if you have accessed the CITI Program site without using the SSO feature or if you 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):



The screenshot shows the Georgia Tech Login Service interface. At the top left is the Georgia Tech logo. The main heading is "Georgia Tech Login Service". Below this is a form titled "Enter your GT Account and Password" with fields for "GT Account:" and "Password:" and a "LOGIN" button. To the right of the form is a yellow box containing an "ATTENTION" notice and "TERMS OF USE" text. Below the yellow box are three links: "I don't know my GT Account", "I don't know my password", and "My correct username and password aren't working". At the bottom of the page is a footer with copyright information and various service links.

Enter your GT Account and Password

GT Account:

Password:

[LOGIN](#)

ATTENTION: When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

TERMS OF USE

This computer system is the property of the Georgia Institute of Technology. Any user of this system must comply with all Institute and Board of Regents policies, including the Acceptable Use Policy, [Cyber Security Policy](#) and [Data Privacy Policy](#). Users should have no expectation of privacy, as any and all files on this system may be intercepted, monitored, recorded, copied, inspected, and/or disclosed to authorized personnel in order to meet Institute obligations. By using this system, I acknowledge and consent to these terms.

[I don't know my GT Account](#)
[I don't know my password](#)
[My correct username and password aren't working](#)

For assistance, please contact the [Enterprise Service Desk](#) at 404-385-6555.
[Additional documentation including how to integrate your application with GT Login](#)

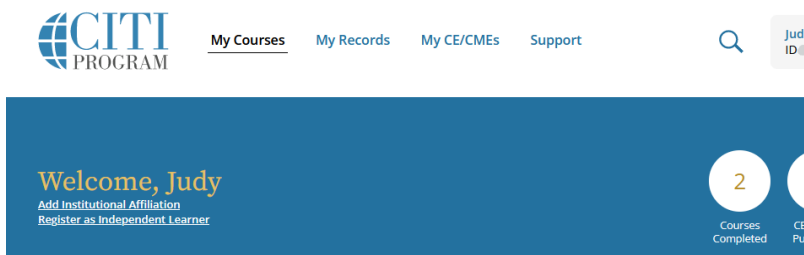
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- 3) You may see an **Attribute Consent** page – if so, before continuing, confirm that you are passing YOUR GT credentials to CITI. If you are sharing a computer with someone who is logged in to CAS, you may see the wrong credentials. If that is the case, close your browser window and start over with a new private window. Otherwise, click “Confirm”.

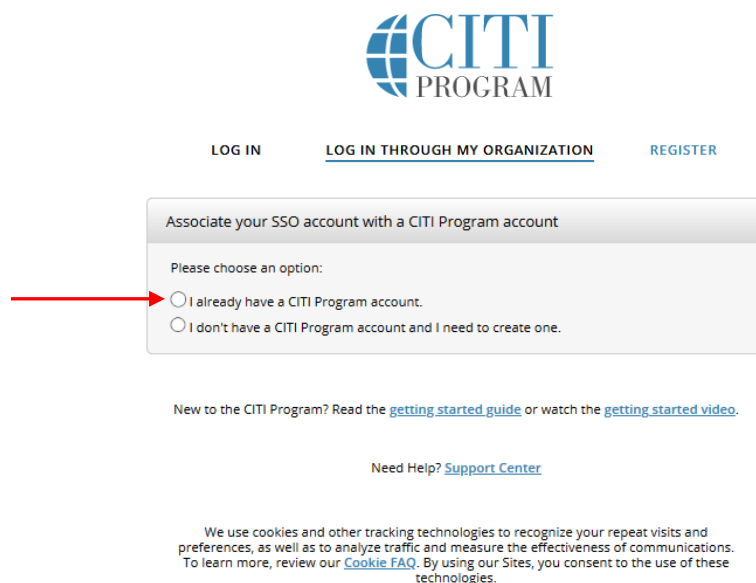


- 4) If CITI can automatically match your existing CITI account to your Georgia Tech credentials, you will be brought immediately to your CITI main screen – you will see your name in the upper right-hand corner (the screen shown below is for example only).

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 entering the CITI Username and Password for your existing CITI account on this screen. (Note: your CITI Username is the username that you selected or that CITI generated for you when you created your existing CITI account, which may be found under your **CITI Member Profile**. If you have forgotten your CITI account username or password, select that option to retrieve your username and/or password):



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

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.

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 *

[Log In](#)

[Did you forget your CITI Program account username or password?](#)

Enter your existing CITI Program Username and CITI Program Password, or request to retrieve it if you've forgotten it.



New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

Need Help? [Support Center](#)

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



[My Courses](#)

[My Records](#)

[My CE/CMEs](#)

[Support](#)



- 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

View Courses

Select "Learner Tools":

Georgia Institute of Technology

Active Courses

[Learner Tools](#)

Select "Add a Course":



Learner Tools for Georgia Institute of Technology

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

Select the relevant Curriculum (this menu is subject to change):

Select Curriculum Below:

This question is required. Choose all that apply.

- HUMAN SUBJECTS RESEARCH:**
I WILL CONDUCT RESEARCH WITH HUMAN SUBJECTS. I will be working on a study that requires **Institutional Review Board (IRB)** oversight. My activities may include research with live human beings, with human tissue samples, with online or in-person surveys or questionnaires, with archival patient data derived from human beings, or other interactions.
- VERTEBRATE ANIMAL USERS:**
I WILL CONDUCT RESEARCH OR OTHER SCHOLARLY ACTIVITIES USING VERTEBRATE ANIMALS. I will be working on a study that requires **Institutional Animal Care & Use Committee (IACUC)** oversight. I will conduct research or teaching activities utilizing vertebrate animals or tissues derived from live vertebrate animals.
- RESPONSIBLE CONDUCT OF RESEARCH:**
I AM REQUIRED TO COMPLETE RESPONSIBLE CONDUCT OF RESEARCH (RCR) ONLINE TRAINING due to Georgia Tech's institutional RCR policies or because I am funded by a grant/project which requires that I complete RCR training.
- EXPORT COMPLIANCE (EC):**
I AM REQUIRED TO COMPLETE EXPORT COMPLIANCE TRAINING. I will be working on a study that requires work to be done outside of the United States, has restrictions regarding access/publication, or results in technology or a physical product that will be subsequently exported outside of the United States.
- Export Compliance (EC) **Refresher**

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 Georgia Tech CITI account merging.

Updated 12/12/2022 by the Georgia Tech RCR Program