

MATCHING YOUR EXISTING CITI TRAINING ACCOUNT TO YOUR DU SINGLE SIGN-ON (SSO) ACCOUNT

Approximate time to complete: 3 minutes or less Total number of steps: 8





From the <u>Training</u> <u>Requirements</u> page, click the gold "Begin CITI Training" button.





You will be taken to the DU Single-Sign-On (SSO) Screen.

Enter your username (DU email) and your DU password.

English My Courses My Records My CE/CMEs Support Admin Q Ashleigh Ruehrdanz	3
Welcome, Ashleigh Add Institutional Affiliation Register as Independent Learner Institutional Courses Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to add an affiliation. If you are no longer associated with a listed is institution, you may want to remove an affiliation. University of Denver Vew Courses	If CITI can automatically match your existing CITI account to your DU credentials, you will be brought immediately to your CITI main screen you will see your name in the upper
Would you like to affiliate with another Institution? Add Affiliation Would you like to remove an existing affiliation? Remove Affiliation	right-hand corner.
	Your accounts are matched!
	Skip to Step 7.
	4
LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER	If CITI is NOT able to automatically match you to your existing CITI account you will see this screen instead. Select
Associate your SSO account with a CITI Program account	the option to indicate "I already have a
Please choose an option:	CITI Program account."
O I don't have a CITI Program account and I need to create one.	
	result in duplicate CITI account – this will must be merged by CITI Support.

rogram account.	m account to your SSO account, please log in to your CITI
indicates a required field.	
ITI Program Username *	
USERNAME	
ITI Program Password *	

Log In	
)id you forget your CITI Progra	im account username or password?



You need to associate your DU SSO account with your CITI Program account.

Enter your CITI Username and Password for your existing CITI account on this screen.

PROGRAM -	ly Courses My Records My CE/CMEs	Support Admin	Q	English - Ashleigh Ruehrdanz ID SOSSSO
Welcome, Ash Add Institutional Affiliation Register as Independent Learner	eigh			0 4 Courses Years of Completed Membership
Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to add an affiliation. If you are no longer associated with a listed institution, you may want to remove an affiliation.				
	University of Denver Would you like to affiliate with another Instituti Would you like to remove an existing affiliation	View Course on? Add Affiliatio ? Remove Affiliatio	es on	



Once your accounts are linked, you should see your CITI account home screen.

The matching process is complete!



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Confirm that all of your CITI course completions are showing in your account.

Select "View Courses" to see your

actie and completed courses.

Thank you for taking these important steps to update your CITI Program account. Linking your CITI account to the University of Denver's SSO system will ensure that your CITI course completion records can be viewed across DU systems, saving you valuable time.

