Job Aid to log into CITI to complete training

Purpose

To provide guidance and instruction on how to log into CITI training prior to doing CITI Training.

Section

1. Go to CITI: https://about.citiprogram.org

2. Select “Login” in the upper right corner.

3. Choose “Log In Through My Organization”.

4. Type “Illinois Chicago” and select “University of Illinois at Chicago”

5. Select “Continue to SSO Login / Instructions”: this should bring up UIC single sign on (SSO).

6. You should now be logged into CITI.

7. You should next see the options to add new course. Select “Add a Course” under Learner Tools for University of Illinois at Chicago.

8. Select the course category, Responsible Conduct of Research (RCR).

9. Scroll to find the course under “Course Ready to Begin.” Select the “Start Now” box.
10.

11. Select “Next”.

12. Select the appropriate Responsible Conduct of Research for you and then “Next”.

13. Scroll to find the course under “Course Ready to Begin.” Select the “Start Now” box. Note that in this screen capture, the course is Conflict of Interest, but you should select the course that you wish to complete.