# REFERENCE GUIDE
"Single Sign On" (SSO) for CITI Program access

To enroll in the 'Export Compliance' training course using your UCR NetID, please proceed with the following steps.

1: Logging In

Go to https://www.citiprogram.org/?pageID=668

Select the **Log In Through My Organization** tab
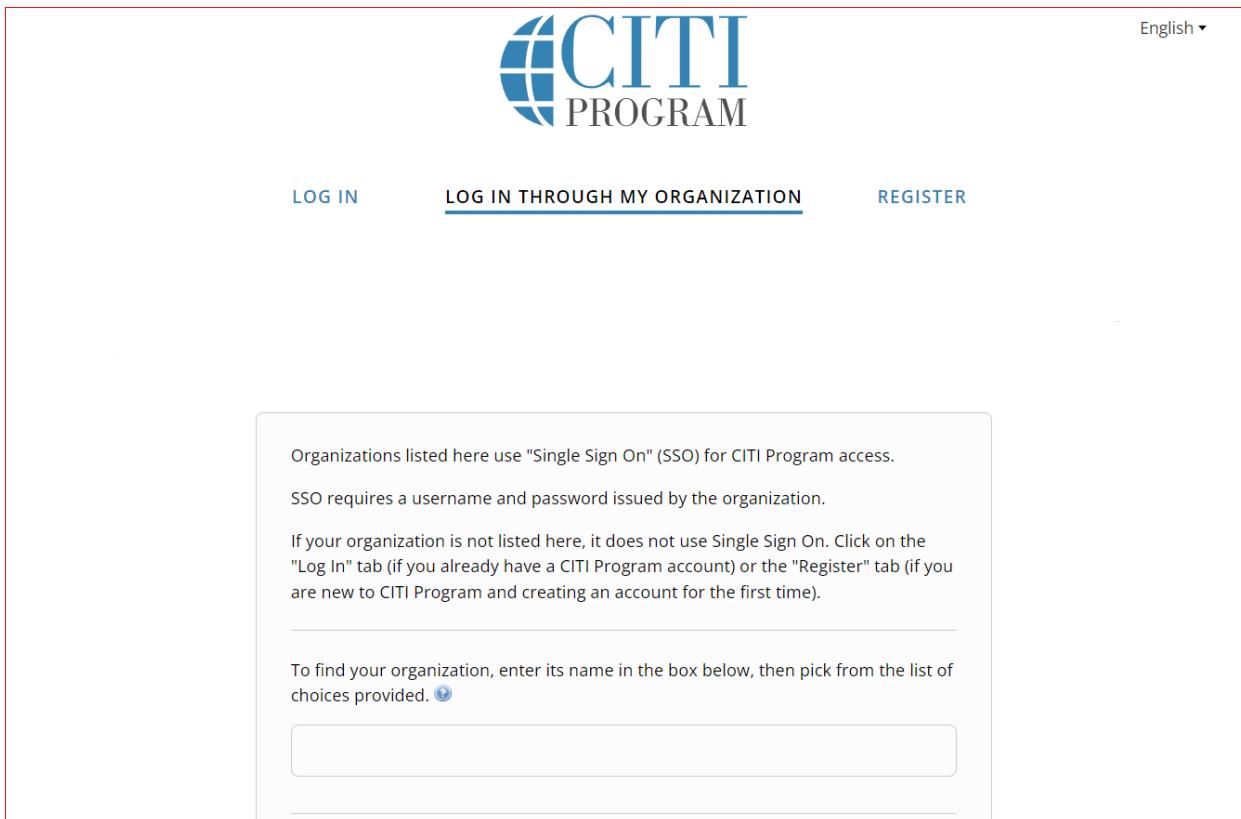
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2: Identifying your Institutional Affiliation

In the space provided, type /select **University of California at Riverside**.
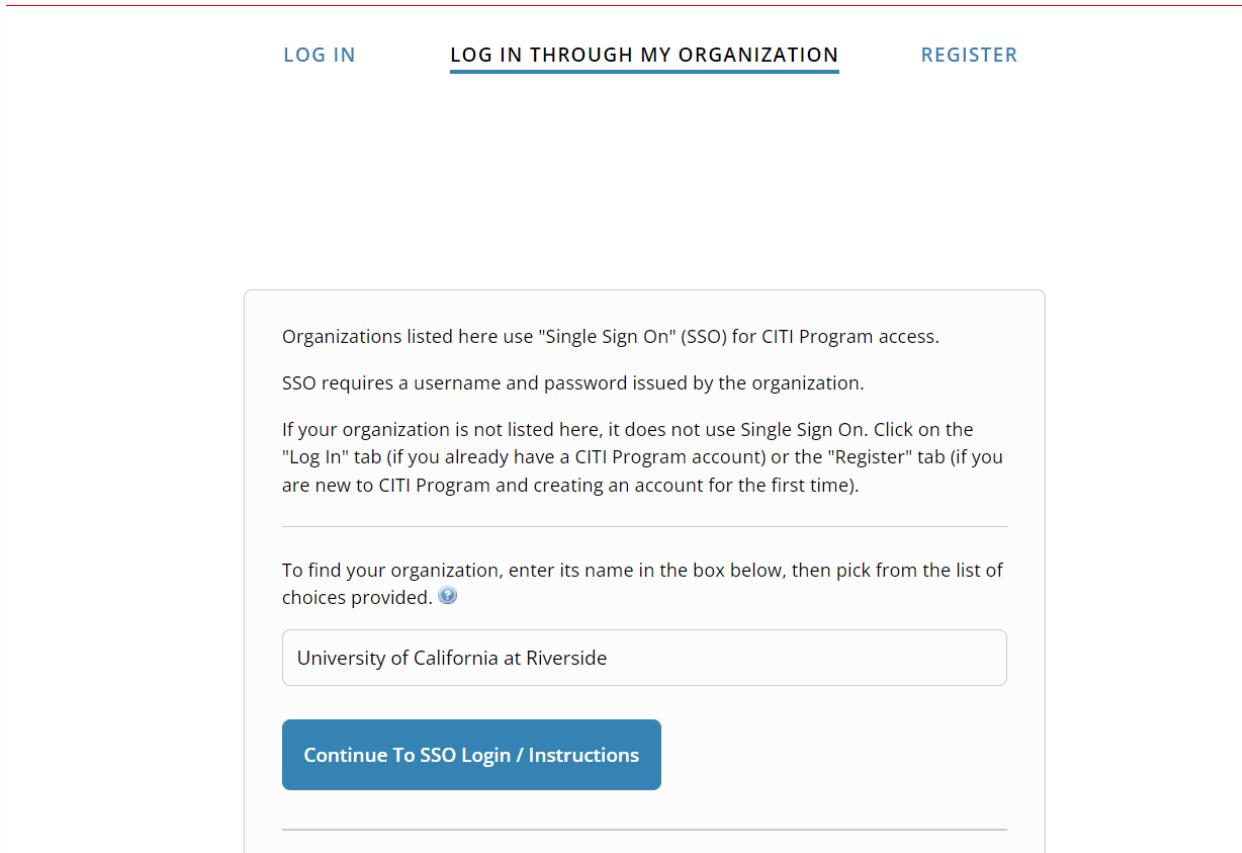
LOG IN   **LOG IN THROUGH MY ORGANIZATION**   REGISTER

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

To find your organization, enter its name in the box below, then pick from the list of choices provided.

University of California at Riverside

Continue To SSO Login / Instructions

Click on the **Continue to SSO Login / Instructions** button.

Proceed to login via DUO using your UCR NetID.

3: Institutional Courses

Click the **View Courses** button next to University of California at Riverside

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 institution, you may want to remove an affiliation.

DEMO	**View Courses**
University of California at Riverside	**View Courses**
VIP DEMO	**View Courses**

After you click on the **View Courses** button, you will see a course listing for UCR. The course listing is divided into: Active Courses (courses you have started); Courses Ready to Begin (not yet started); and Completed Courses.

University of California at Riverside

Active Courses	Learner Tools
Courses Ready to Begin	Learner Tools
Completed Courses	Learner Tools

4: Adding a course

In the **Learner Tools** box, select Add a Course.

Learner Tools for University of California at Riverside

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

Add a Course takes you to the UCR's Select Curriculum page.

Select Curriculum
University of California at Riverside

CITI Course Enrollment Procedure

The CITI Program provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research.** Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

- You will be provided one or more enrollment questions below.
- Your responses will determine the curriculum for the courses you will be taking.

Scroll down to CITI Course Enrollment Questions.

5: CITI Course Enrollment Questions

To enroll in the 'Export Compliance' training course, select 'Export Controls' under Question 13.

Question 8 must be answered before clicking the **Submit** button.

After clicking the Submit button, you will see the following confirmation:

The course will appear under your course **Courses Ready to Begin.**