



Overview

This Quick Reference Guide (QRG) is designed to walk users through linking their CITI Program Account to their UVA Institutional Account.



All UVA users must use their UVA ID to log into their CITI Account. This required NetBadge to be linked to their CITI Account. The first attempt to log in to CITI will prompt you to associate your SSO account with a CITI Program Account.

The next steps depend on whether the user already has an existing CITI Account.

If you do not have a CITI Program account already, continue.

If you have an existing CITI Program account, click [HERE](#).

Creating a new CITI Account and associating your NetBadge credentials

1. Log in using this [CITI link](#), and authenticate with NetBadge.
2. Select the radio button next to **I don't have a CITI Program account and I need to create one.**

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.

3. Select the **Create A New CITI Program Account** button.



You may see the following screen:

CITI PROGRAM Collaborative Institutional Training Initiative

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

We have updated this site with a new format. We think you'll like it, particularly if you access CITI Program using a smartphone or tablet. If you don't, you can switch back to 'Classic' format at any time.

or

▶ University of Virginia Courses

▶ Affiliate With Another Institution

▶ Affiliate as an Independent Learner

Logging into CITI Training – Quick Reference Guide

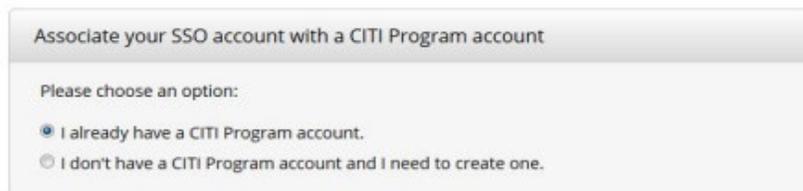
4. Select **Yes, I'll try the 'New' format** (recommended) or **No thanks, I like it the way it is.**

If you have logged in properly through NetBadge, your name should appear in the upper right-hand corner of the screen.

You have successfully completed this task.

Linking an existing CITI Account to Netbadge credentials

1. Log in using this [CITI link](#), and authenticate with NetBadge.
2. Select the radio button next to **I don't have a CITI Program account and I need to create one.**



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.

3. Use your CITI Program Username and Password to log in:



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.

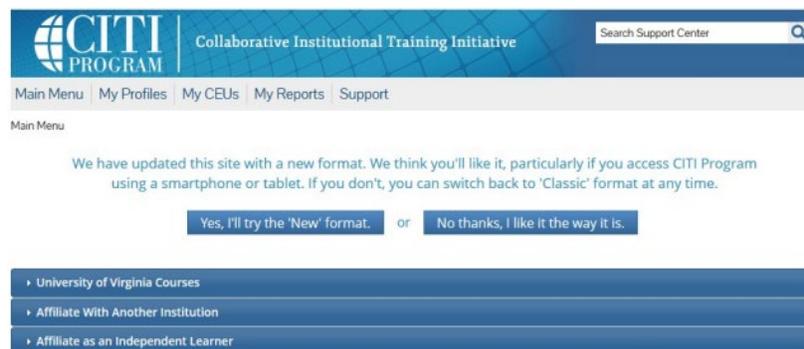
* indicates a required field.

CITI Program Username *

CITI Program Password *

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

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Logging into CITI Training – Quick Reference Guide

4. Select **Yes, I'll try the 'New' format** (recommended) or **No thanks, I like it the way it is**.

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