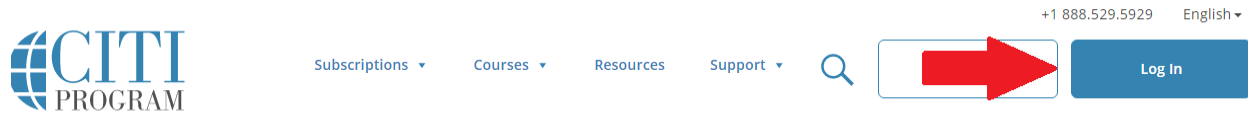


CITI Single Sign On (SSO) and Account Set-up Instructions

STEP 1: Go to homepage <https://citiprogram.org> and click on the “Log In” button on the upper right top of the page.



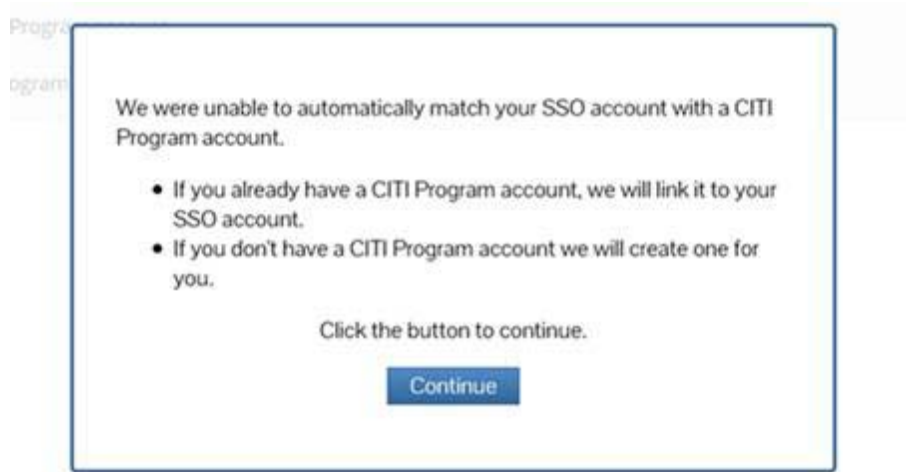
STEP 2: Click “LOG IN THROUGH MY INSTITUTION”. You will be taken to a page with all the Universities using SSO.



STEP 3: Scroll down to the University of Massachusetts Boston

CITI Single Sign On (SSO) and Account Set-up Instructions

STEP 4: Log in using your UMB ID. Pre-existing and new accounts must be associated. A new or returning unassociated user should see the following message:



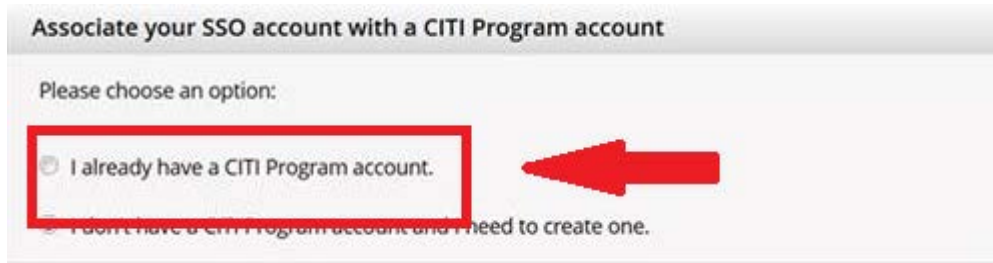
- New account creators (new account with CITI), follow [STEP 5A](#).
- Existing account users not previously associated (pre-existing account with CITI), follow [STEP 5B](#).
- If your account has previously been associated, you will be logged into CITI Program and can register for/complete applicable courses.

STEP 5A (New accounts Set-Up): Users requiring a new account should choose the "I don't have a CITI Program account and I need to create one." Follow instructions on creating a new account.

A screenshot of a web form with two sections. The first section is titled "Associate your SSO account with a CITI Program account" and contains the text "Please choose an option:". Below this are two radio button options: "I already have a CITI Program account." and "I don't have a CITI Program account and I need to create one." The second option is selected and has a red arrow pointing to it. The second section is titled "Create a new CITI Program account" and contains the text "By clicking the link below, you will create a new CITI Program account." Below this is a blue link that says "Click here to create a new CITI Program account." with a red arrow pointing to it.

CITI Single Sign On (SSO) and Account Set-up Instructions

STEP 5B (Existing CITI Program Account Users): Using with a pre-existing CITI Program account should click "I already have a CITI Program account".



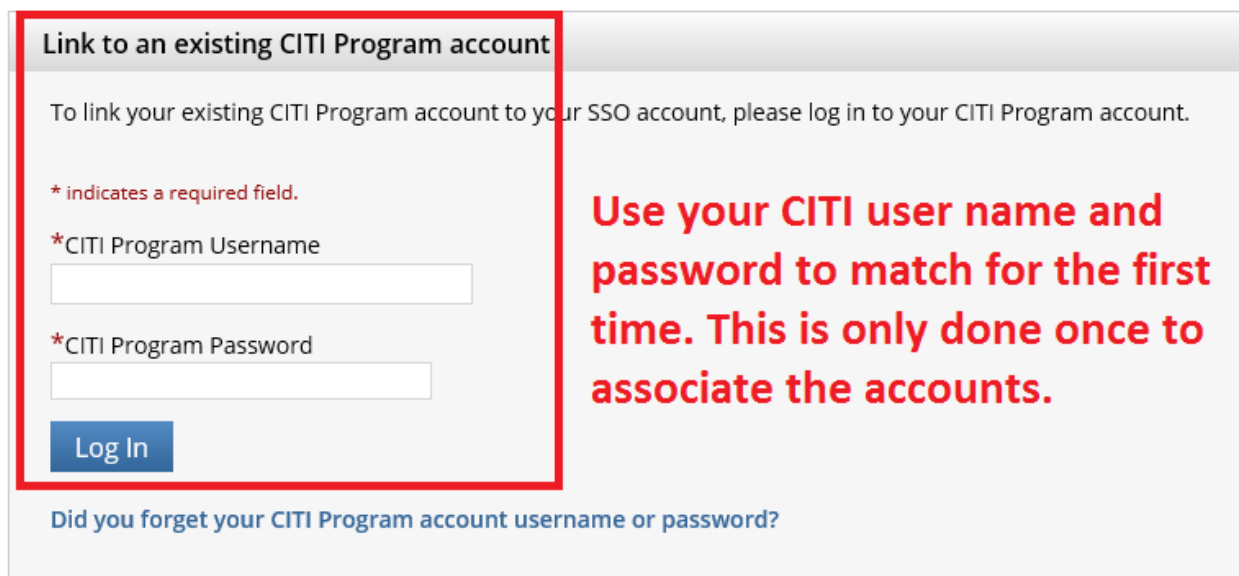
Associate your SSO account with a CITI Program account

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.

The following screen will appear:



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?

Use your CITI user name and password to match for the first time. This is only done once to associate the accounts.

STEP 6: Complete any missing/additional profile items.