The University of Kentucky is transitioning to CITI Single Sign On (SSO) access through the institution, using individual’s **UK Link Blue** account. Link Blue is the directory account (user id) assigned to all UK employees and students. It is used to connect to many campus-wide systems, including myUK, Exchange Email, Blackboard and APEX Degree Planner.

**FOR CITI USERS WITH EXISTING ACCOUNTS**

**STEP 1:** Open the CITI home page [www.citiprogram.org](http://www.citiprogram.org). Log into your CITI Account using the Username and Password you chose when you created the CITI account. Click the link below the log in fields if you forgot your username or password.

Tip: If you have multiple accounts, select the account with the most recent course completions or request CITI merge your accounts (see [CITI support instructions](http://www.citiprogram.org)).

**STEP 2:** Update your user University of Kentucky Profile and where asked, list your **UK Link Blue** account (account only; not password).

On the Main Menu ✯ Click **Update Institutional Profile** to access your **University of Kentucky Profile**. Where asked enter only your UK Link Blue User ID (Example: XSmith99). Do not add the password here.
For help identifying, activating, or resetting your UK Link Blue password go to http://www.uky.edu/ukat/help/linkblue

**STEP 3:** Make personal copies of your training records as documentation. Individual users are responsible for maintaining their own training records for sponsors, grants, etc.

- Click My Reports at the top of the page.

- Click View and Print Completion Reports for past trainings.

- Click Log Out at the top of the page and close the browser tab.
STEP 4: Now, open the CITI home page www.citiprogram.org, Click “Log in via SSO”

Scroll down list of organizations.

Select University of Kentucky to open the UK login portal. Now, log in with your UK Link Blue Account and Password.

The portal will attempt to match your UK Link Blue with your CITI account.

- **If a match is found, you will automatically be logged into CITI and land on the Main Menu page where you may click “My Reports” to confirm your case history and training reports are accurate (identical to reports seen in Step 2).**

  ✔ If you do have the same course history and training reports as in Step 2 you should log in via this route in the future.

  🚨 If you do not see the same course history and training reports as in Step 2, send an email to Belinda.smith@uky.edu and/or Jen.hill@uky.edu describing the discrepancy (include screenshots if possible). We will work with CITI to reconcile your account information.
• **If no match is found you will be presented with the following options.**
  Click “I already have a CITI Program account” and enter your EXISTING CITI username and password in order for CITI to link your existing CITI program account to your UK Link Blue account.

![Image of option selection]

- [ ] I already have a CITI Program account.
- [ ] I don’t have a CITI Program account and I need to create one.

![Image of login form]

**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.

- [ ] *CITI Program Username
- [ ] *CITI Program Password

![Image of login button]

**Log In**

• **Once linked, you will land on the Main Menu page where you may click “My Reports” to confirm your case history and training reports are accurate (identical to reports seen in Step 2).**

- ✓ If you do have the same course history and training reports as in Step 2 you should log in via this route in the future.

- ✏️ If you do not see the same course history and training reports as in Step 2, send an email to Belinda.smith@uky.edu and/or Jen.hill@uky.edu describing the discrepancy (include screenshots if possible). We will work with CITI to reconcile your account information.

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**FREQUENTLY ASKED QUESTIONS**

**What if I don’t know my UK Link Blue account or password?**

Your Link Blue account is created within two business days of employment or acceptance as a student. For help identifying, activating, or resetting your UK Link Blue go to [http://www.uky.edu/ukat/help/linkblue](http://www.uky.edu/ukat/help/linkblue).
Will the SSO know when I update my UK Link Blue password?
Yes. The UK login portal is a UK website so it will recognize when the password is updated.

Why would the portal not find a match or make a mismatch when linking my CITI account with my UK Link Blue Single Sign On (SSO)?
CITI has approximately 25,000 accounts affiliated with the University of Kentucky. However, when CITI attempts to merge course data with accounts the following situations may result in an inaccurate match:

- Single individuals with multiple accounts.
- Accounts established with identical names and insufficient distinguishing identifiers.
- Students using their faculty emails when creating an account or user profile.

Updating your CITI University of Kentucky (UK) Profile in Step 2 will help CITI troubleshoot and correct errors.

If the course history CITI links to my UK Link Blue account is not correct, will ORI know the date of my last human subject protection training?
Yes. ORI maintains a database of study personnel on IRB protocols. The most recent HSP training date is listed on each study personnel record. In addition CITI will provide ORI with a back-up list of all UK CITI courses taken since 2000. However, the ability to print completion reports may be impacted. Therefore, users are responsible for printing and maintaining copies of past course completion reports (Step 3).

If the course history CITI links to my account is not correct, will it be corrected?
ORI will report issues to CITI. CITI support staff will do their best to identify and reconcile the account and training records. Updating your CITI UK Profile in Step 2 will help CITI correct issues.

How is training completed on the CITI program currently documented?
ORI maintains an independent database with the date of researcher’s most recent human subject protection (HSP) training and if applicable, FDA sponsor-investigator training as verification for the IRB. This date sets the individual’s 3-year HSP training period. The Office of Sponsored Projects Administration (OSPA) maintains an Excel spreadsheet of individuals who have completed Responsible Conduct in Research (RCR) training on CITI.

Who do I contact or where do I look for more information?
Follow the SSO transition progress on the ORI Mandatory Training website at http://www.research.uky.edu/ori/human/Human_Research_Mandatory_Education.htm
Contact Belinda Smith (Belinda.smith@uky.edu, 859-323-2446) or Jennifer Hill (Jen.hill@uky.edu, 859-257-2978) with questions regarding IRB training on CITI and the new Single Sign On.
Contact Catherine Anderson at OSPA for questions regarding RCR training records (ceande3@uky.edu, 859-257-4826).
Contact the UKAT Service Desk for assistance with the UK Link Blue account at (859) 218-HELP(4357) or request help online.