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 NEW CITI USERS

STEP 1: Open the CITI home page www.citiprogram.org. Click Long in via SSO under the heading Log in through my institution. DO NOT create an account by clicking Register.

Scroll down list of organizations. Select University of Kentucky to open the UK login portal. Log in with your UK Link Blue Account User ID and Password. The User ID is typically around 6 letters from the user’s name or initials along with a number. For help identifying, activating, or resetting your UK Link Blue password go to http://www.uky.edu/ukat/help/linkblue.
STEP 2: If presented with an option, select “I don’t have a CITI Program account” and Click where indicated to create a new CITI account.

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.

? **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.

? **What if my study personnel are not UK employees or students?**
Separate instructions are provided on the [ORI Mandatory Training website](http://www.research.uky.edu/ori/human/Human_Research_Mandatory_Education.htm) for study personnel who are NOT employed by or attend the University of Kentucky.

? **Who do I contact or where do I look for more information?**

- Follow the SSO transition progress on the [ORI Mandatory Training website](http://www.research.uky.edu/ori/human/Human_Research_Mandatory_Education.htm) at [http://www.uky.edu/ori/human/Human_Research_Mandatory_Education.htm](http://www.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.