Instructions for UK Employees and UK Students who have an existing account on CITI- Access to CITI using UK Link Blue

The University of Kentucky (UK) is transitioning to CITI Single Sign On (SSO) access through the institution, using individuals’ UK Link Blue account. **All UK employees and students are assigned a Link Blue directory account** (user id). It is used to connect to many campus-wide systems, including myUK, Exchange Email, Canvas, etc.

The following are steps and instructions for UK Employees and UK Students creating a NEW account on CITI.

**STEP 1:** On the **UK Link Blue webpage**, click CITI to open the UK CITI portal.

**Log in with your UK Link Blue User ID, (e.g., Xsmith99) and Password.**
**Do not use ad\ or mc\**

http://www.uky.edu/UKHome/subpages/linkblue.html

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 check your CITI ID number or click “My Reports” to confirm that the match was accurate.**
• 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. If you do not remember your CITI username or password contact ORI for assistance.

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.

❓ Where is the UK CITI Portal on the UK Website?
A direct link is available to the UK CITI Portal on the UK Link Blue Website at http://www.uky.edu/UKHome/subpages/linkblue.html

❓ What does SSO stand for?
SSO stands for Single Sign On. The UK Link Blue account will serve as the SSO to access CITI.

❓ Will the SSO know when I update my UK Link Blue password?
Yes. The UK log in portal is a UK website so it will recognize when the password is updated.

❓ If the course history CITI links to my account is not correct, will it be corrected?
Contact ORI as soon as possible. We will work with CITI to resolve issues and reconcile accounts.

Contact ORI if you have any issues or need assistance with accessing your account. ORI contacts are listed below.
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.

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.**

If you have multiple accounts or concerns, contact ORI for assistance prior to signing in on the SSO.

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](http://www.research.uky.edu/ori/human/Human_Research_Mandatory_Education.htm)
- Contact ORI with questions regarding IRB training on CITI and the new Single Sign On-Michelle Hill (michelle.hill@uky.edu, (859) 257-9428), Belinda Smith (Belinda.smith@uky.edu, 859-323-2446) or Jennifer Hill (Jen.hill@uky.edu, 859-257-2978).
- 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.

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UK LINK BLUE HELP
www.uky.edu/ukat/help/linkblue
UK IT help desk (859) 218-HELP(4357)
www.uky.edu/ukat/help/support

CITI Support
http://citiprogram.desk.com 1-305-243-7970

Office of Research Integrity
www.research.uky.edu/ori (859) 257-2978

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