Instructions for UK Employees and UK Students who do not currently have an account on Citi

Citi, which stands for the Collaborative Institutional Training Initiative, is the web-based training platform based out of the University of Miami. The University of Kentucky (UK) Curriculum on Citi includes multiple types of trainings courses.

Access to the UK Curriculum on Citi now requires a 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](http://www.uky.edu/UKHome/subpages/linkblue.html), 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.

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 ID or password go to [http://www.uky.edu/ukat/help/linkblue](http://www.uky.edu/ukat/help/linkblue).
STEP 2: As a new CITI user, you should be presented with the following options. Select “I don’t have a CITI Program account” and Click where indicated to create a new CITI account.

Human Subject Protection (HSP) Course
If you accessed CITI in order to complete HSP training mandated by the IRB, follow these instructions to enroll and complete the course.

From the Main Menu on your Home Page, click "Add a Course or Update Learner Groups".
In the next window, be sure to select the “IRB” menu and not the “RCR” menu, which offers Responsible Conduct in Research training options. Neither RCR nor Good Clinical Practice (GCP) training meets the IRB HSP requirement.

Select

- IRB

Next

Select

- Initial Human Subject Protection (HSP) Training – Choose if this is the FIRST time you have taken HSP training. Contact the Office of Research Integrity (ORI) at 859-257-9428 with questions.
- Refresher Human Subject Protection (HSP) Training – Choose each time you need to repeat training to meet the 3-year refresher requirement. Do not choose refresher if you have never taken the basic Initial HSP training.

Next

Select either

- Group 1: Biomedical Investigators and Key Personnel
- Group 2: Social/Behavioral Investigators and Key Personnel

The Course will appear on your home page. Before beginning, answer the Integrity question and view the Continuing Education information. Click through modules and answer questions. You may complete the course in multiple sessions. Your completed modules will be saved.

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.
What if my study personnel are not UK employees or students?
Separate instructions are provided on the ORI Mandatory Training website for study personnel who are NOT employed by or attend the University of Kentucky. Study personnel that are not employees or students at UK may submit documentation of HSP training completed at the publicly available NIH course [html] or course completed at another institution. Non UK study personnel may also request a Link Blue account to access and complete HSP 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 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 UKIT Service Desk for assistance with the UK Link Blue account at (859) 218-HELP(4357) or request help online.

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

Updated 10/7/15