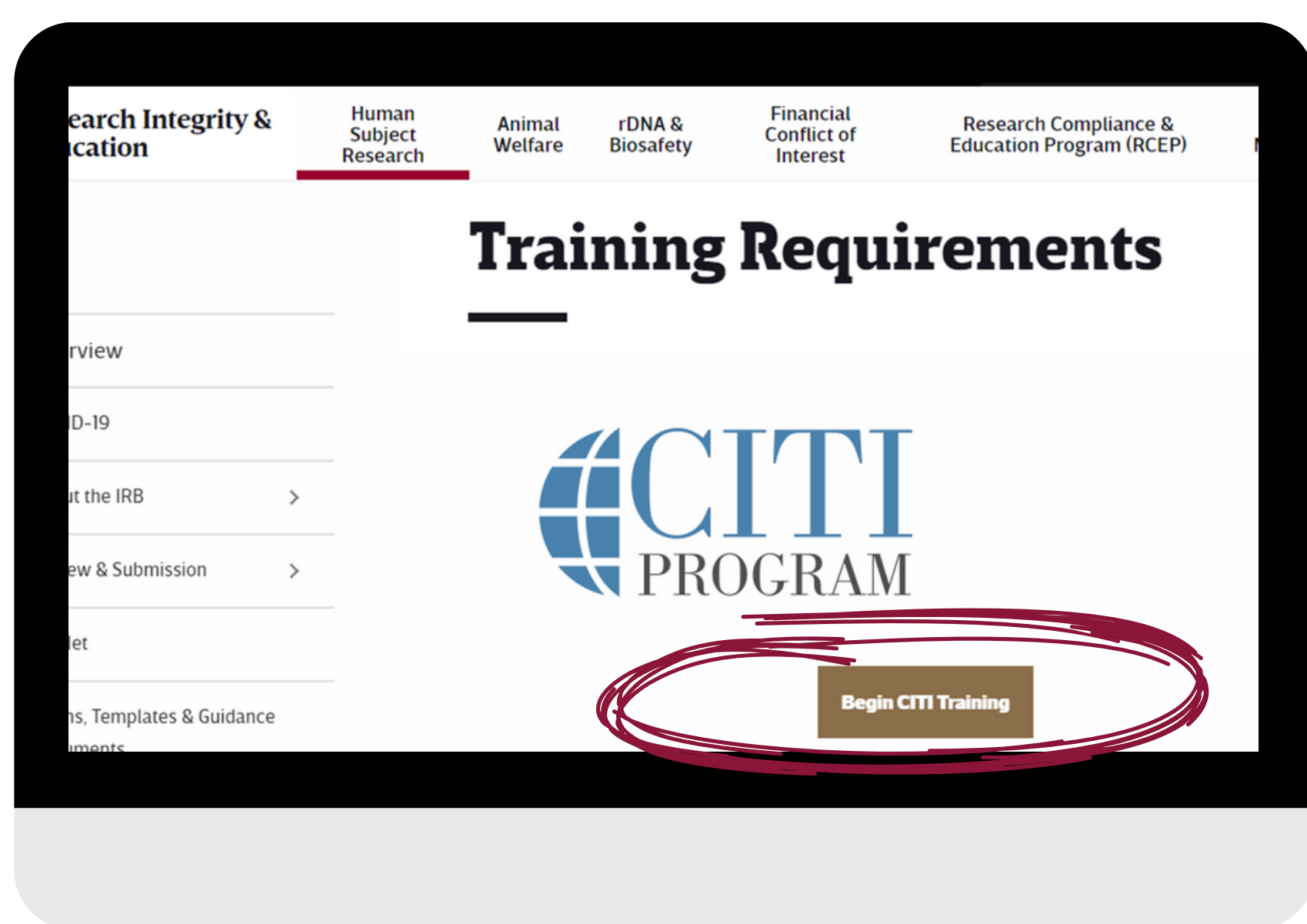


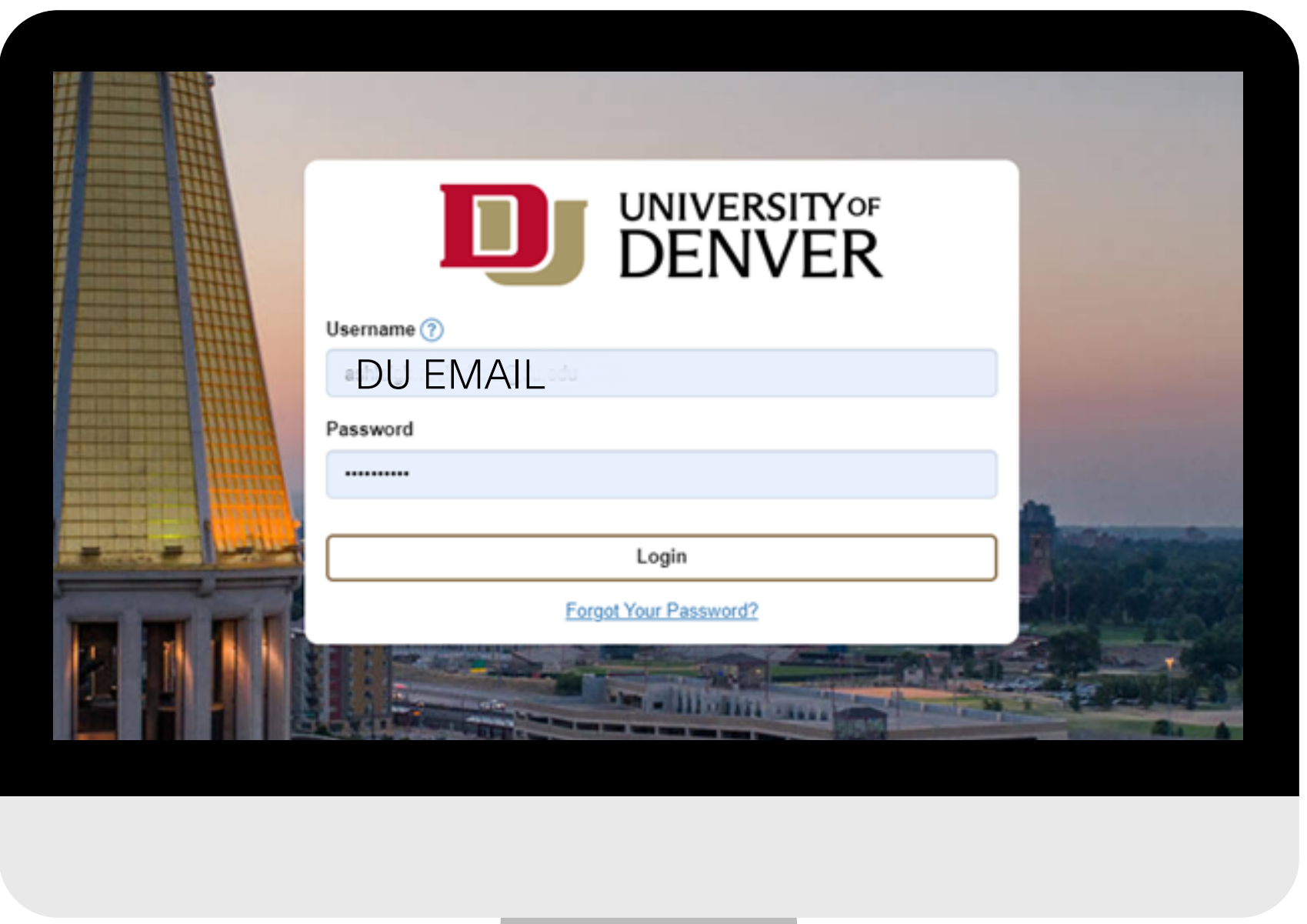
MATCHING YOUR EXISTING CITI TRAINING ACCOUNT TO YOUR DU SINGLE SIGN-ON (SSO) ACCOUNT

Approximate time to complete: 3 minutes or less
Total number of steps: 8



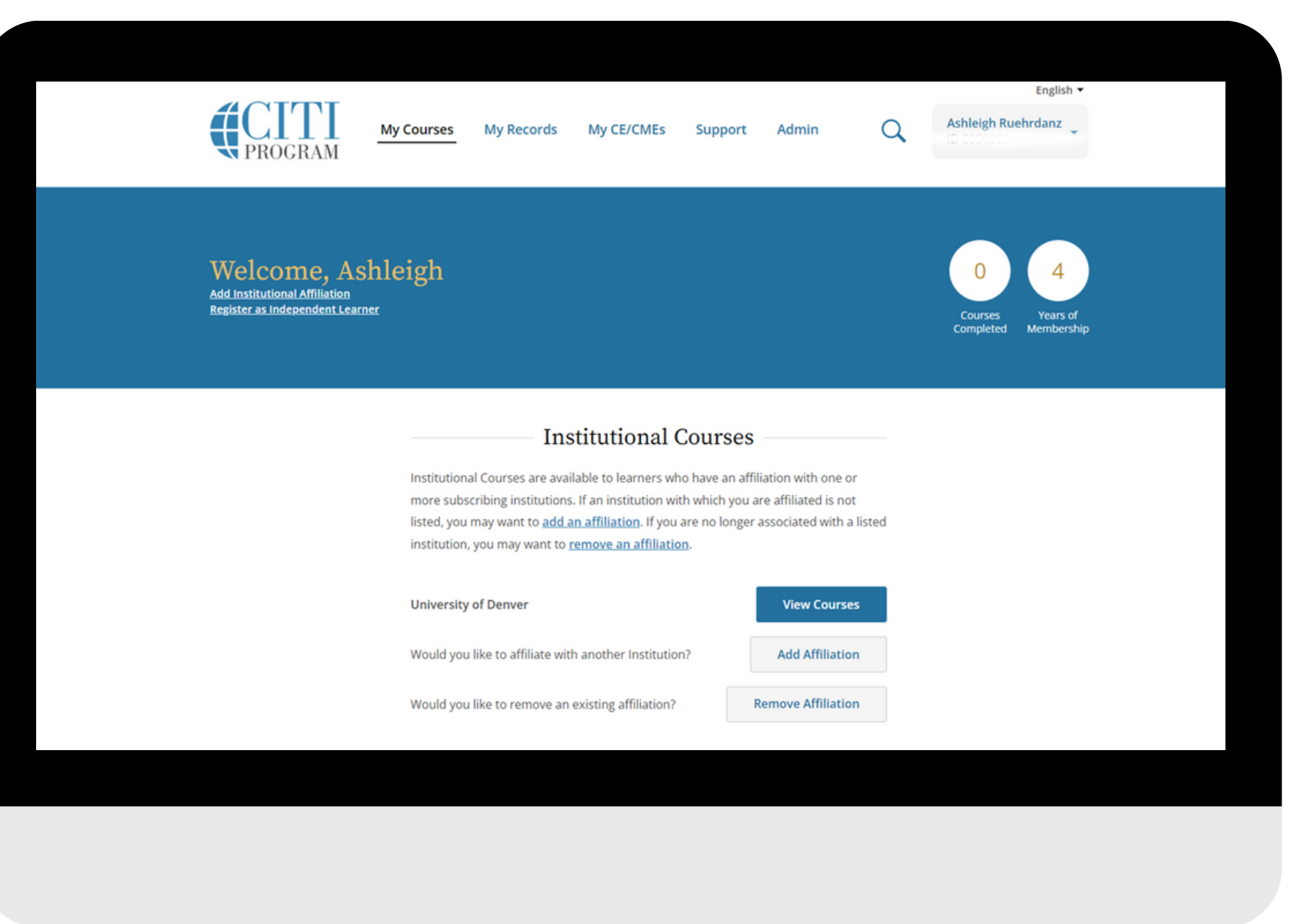
1

From the Training Requirements page, click the gold "Begin CITI Training" button.



2

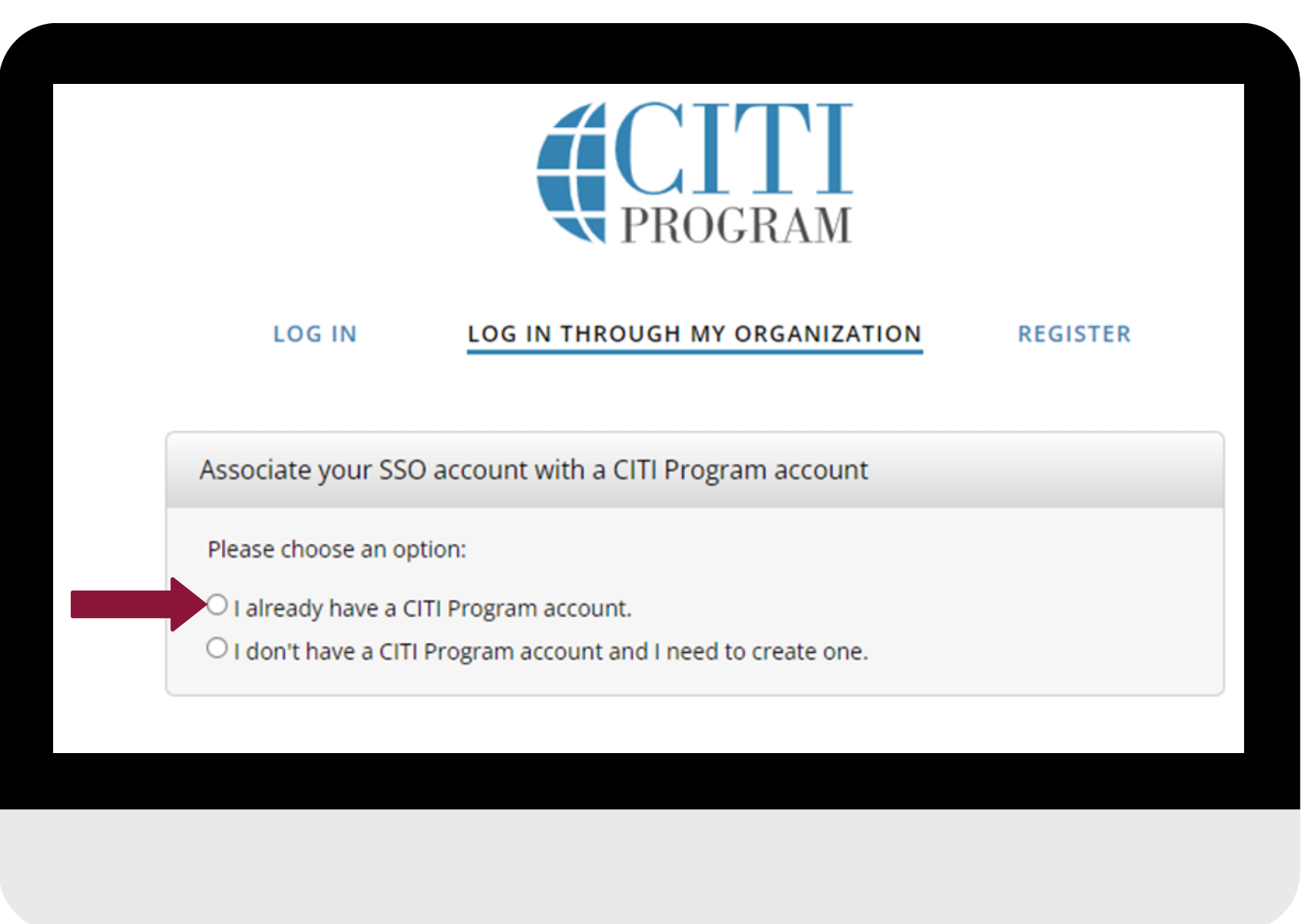
You will be taken to the DU Single-Sign-On (SSO) Screen. Enter your username (DU email) and your DU password.



3

If CITI can automatically match your existing CITI account to your DU credentials, you will be brought immediately to your CITI main screen - you will see your name in the upper right-hand corner.

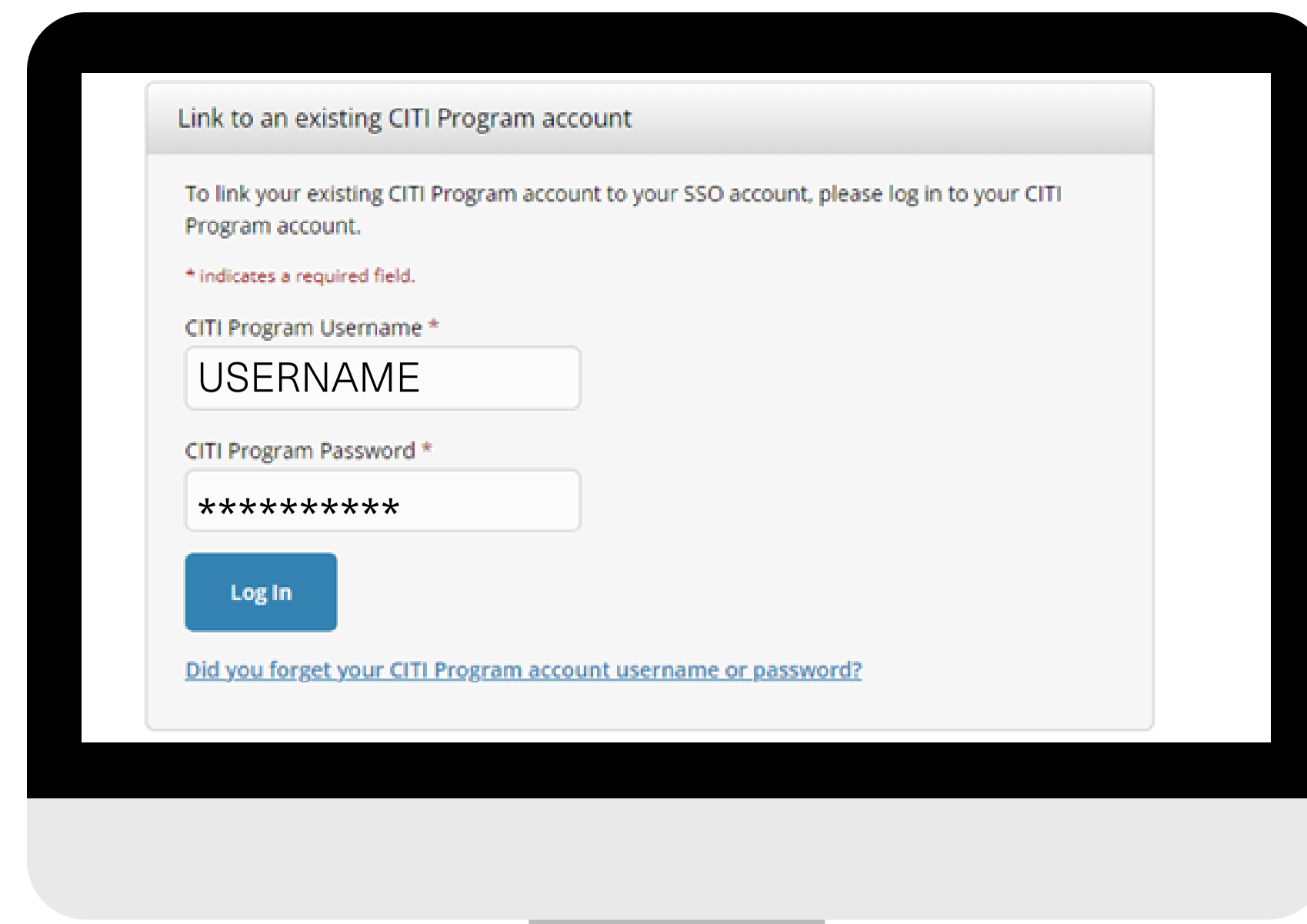
Your accounts are matched!
Skip to Step 7.



4

If CITI is NOT able to automatically match you to your existing CITI account, you will see this screen instead. Select the option to indicate "I already have a CITI Program account."

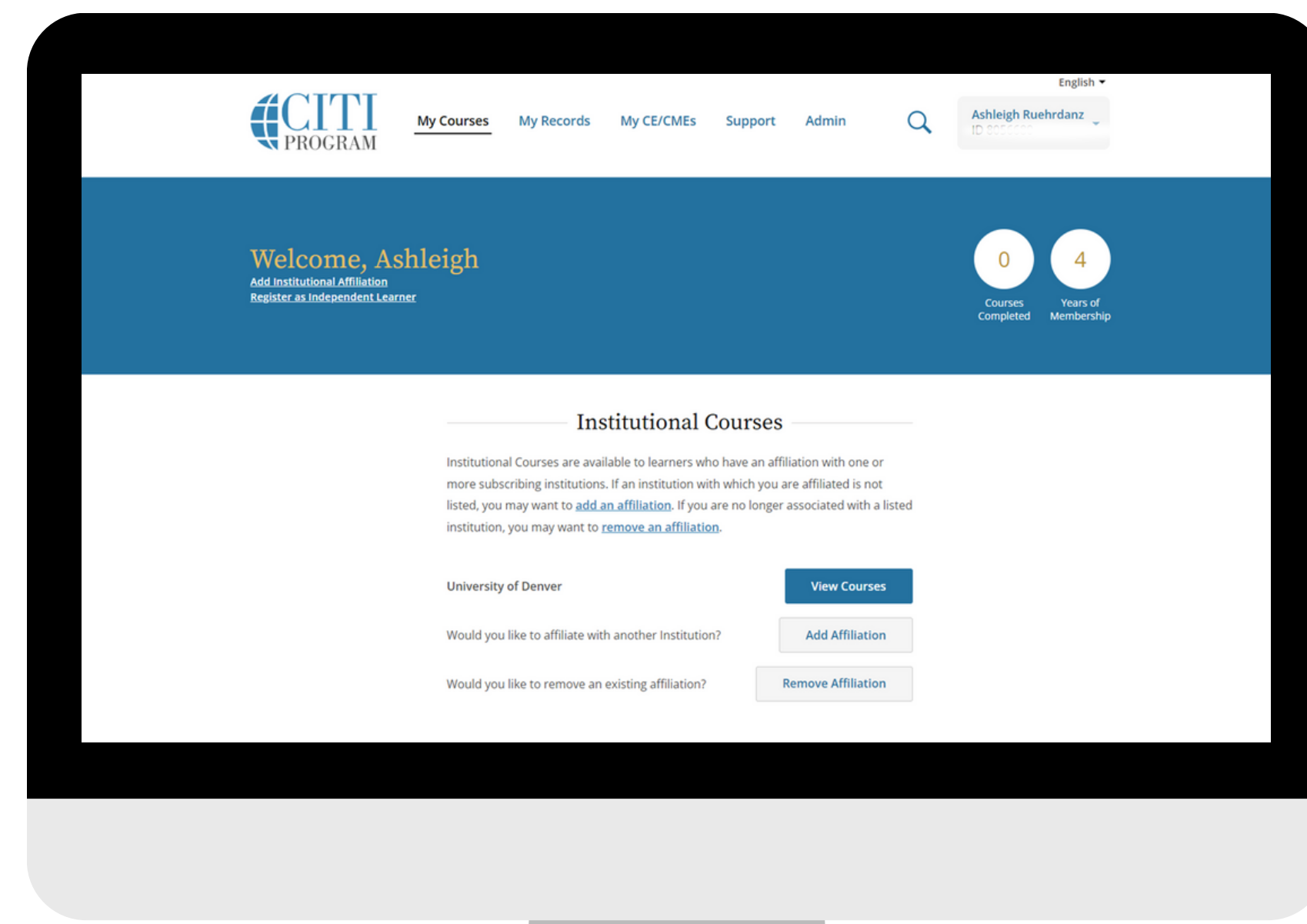
Do NOT create a new account – this will result in duplicate CITI accounts which must be merged by CITI Support.



5

You need to associate your DU SSO account with your CITI Program account.

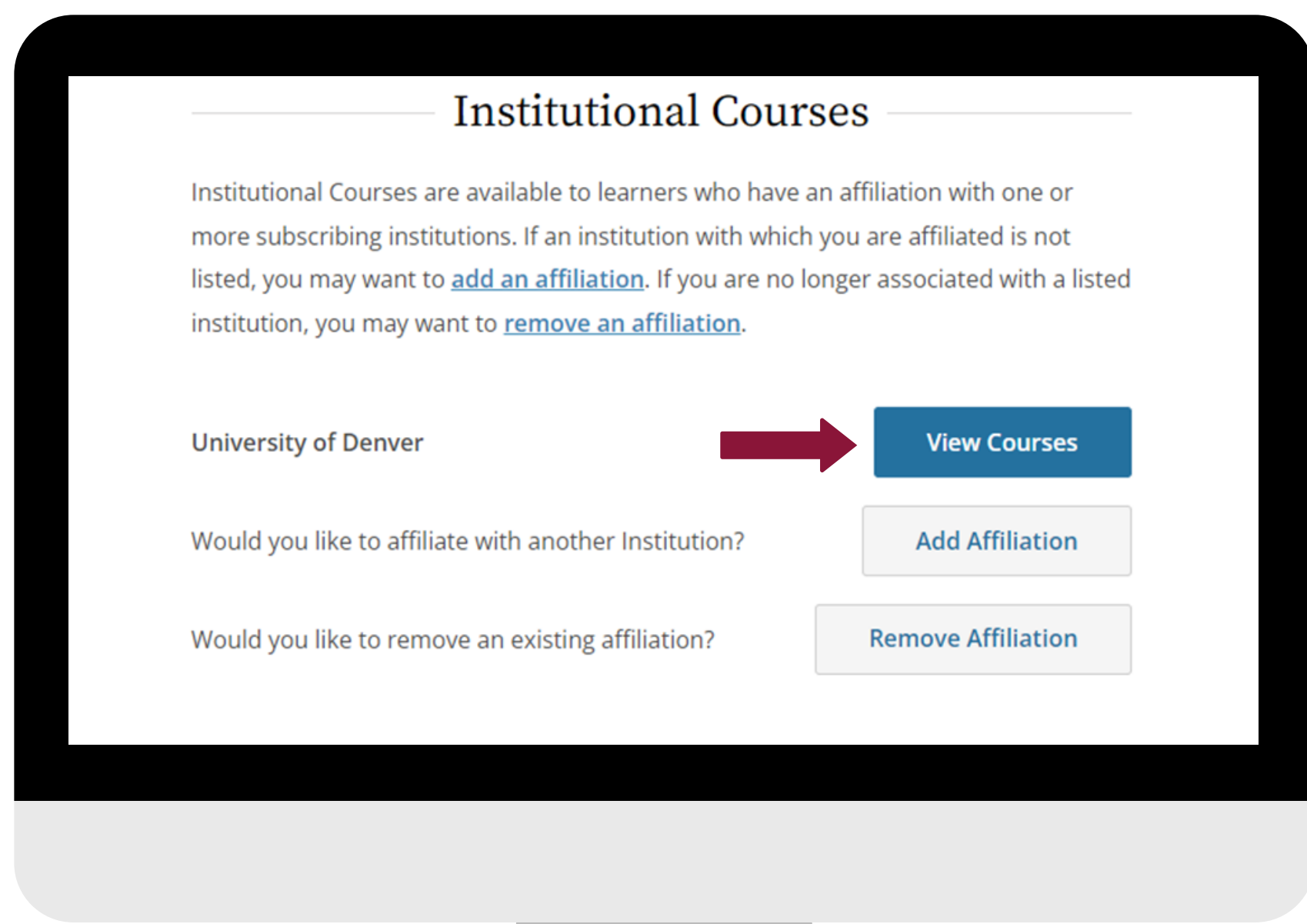
Enter your CITI Username and Password for your existing CITI account on this screen.



6

Once your accounts are linked, you should see your CITI account home screen.

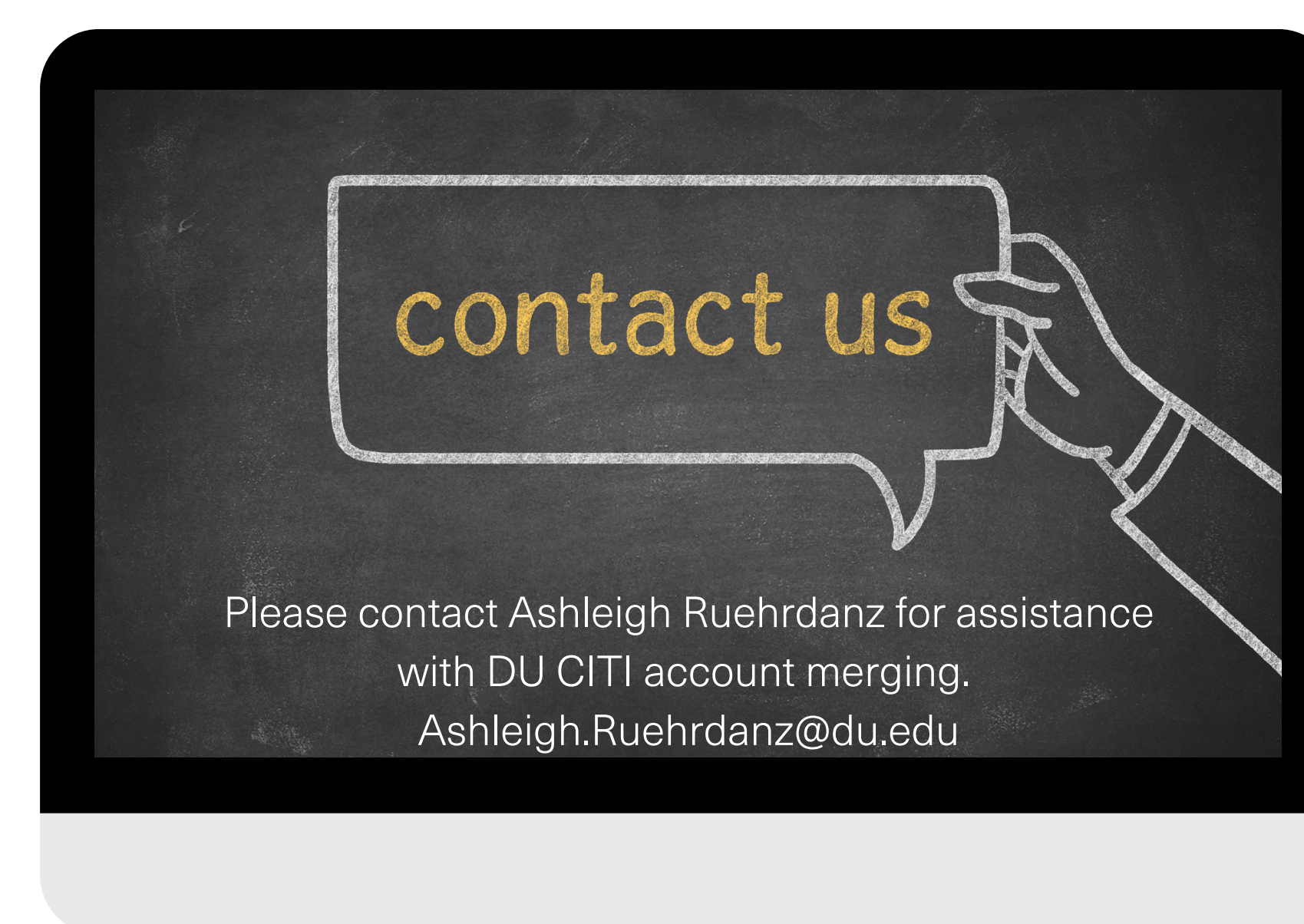
The matching process is complete!



7

Confirm that all of your CITI course completions are showing in your account.

Select "View Courses" to see your active and completed courses.



8

If you do not see all of your course completions, you may have additional unmatched CITI accounts.

Your other CITI accounts will need to be merged into your DU SSO CITI account.

Thank you for taking these important steps to update your CITI Program account. Linking your CITI account to the University of Denver's SSO system will ensure that your CITI course completion records can be viewed across DU systems, saving you valuable time.