

How to use the UGA CITI Login Portal

(rev 2014.04.08)

Introduction

UGA Employees or Students

All UGA faculty, staff, and students are required to complete compliance training through the Collaborative Institutional Training Initiative (CITI) website. Use the [UGA CITI Login Portal](#) for accessing that website for *any compliance training purposes*, including:

- Human Subjects (IRB)
- Responsible Conduct of Research (RCR)
- Financial Conflict of Interest (FCOI)

Caution: You should not use the CITI login screen at citiprogram.org.

Using the UGA CITI Login Portal for accessing the CITI web site will assure that your training records are properly cross-referenced to your UGAID and that your CITI account is affiliated with UGA. This way, credit for your training can be properly recognized in UGA's compliance systems.

Non-UGA Employees or Students

If you are not a UGA employee or student and do not have a UGA MyID and do not already have a UGA OVPR Affiliate ID:

- Contact Cathy Cuppett (cathay15@uga.edu) for Sponsored Programs support.
- Contact Kim Fowler (kfowler@uga.edu) for Human Subjects (IRB) support.

Provide your full name, email address, institution or agency, department, and phone number. You will receive further instructions via email, which will result in your being issued a UGA/OVPR affiliate MyID (your email address) so that you can proceed to the next step.

Instructions

- To login to CITI, click here: [UGA CITI Login Portal](#), or copy this link to your browser: <https://paul.ovpr.uga.edu/CITI>.

CITI Login

UGA MyID:

Password:

- Login using your UGA MyID and password.
- If your UGA MyID/password is authenticated, the portal will attempt to log you in to CITI by matching your UGAID to CITI's records of persons affiliated with UGA.
- If a matching UGAID is found, you will automatically be logged in to CITI and land on their Main Menu page, where you may navigate CITI's web site as you wish.
- If your UGA MyID/password is authenticated, but no match of your UGAID is found in CITI's records (which were provided by UGA to CITI), you will be presented with the following web page:
(Please follow the instructions on this page.)



GearR CITI Login Portal

CITI Login Portal

Your records were not found in CITI. There are three possible reasons for that mismatch:

1. You have no account at CITI.
2. You have an account with CITI, but either
 - a. UGA's processes in December 2012 did not properly match your CITI account with your UGAID, or
 - b. You created that account at CITI since December 2012, but you did not use the UGA CITI Login Portal to do so.
3. You have an account with CITI, but you have not selected University of Georgia as your affiliated institution.

Please select one of the following options:

I have NO account with CITI. (Selecting this will automatically create a new account for you at CITI, log you in to CITI, then take you to CITI's main menu.)

I have registered with CITI and have a CITI Username and Password.

OR

I have an account with CITI, but I have not selected University of Georgia as my affiliated institution.

(Selecting this will solicit your CITI Username and password, validate that login with CITI, then automatically create the link between your CITI registration and your UGAID, log you in to CITI, and take you to CITI's main menu.)



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OVPR Help Desk - The University of Georgia

- **If you select the first radio button, indicating that you do NOT have an account at CITI, you will be asked if you are sure you want to create a new account.**
- **If you answer "yes", the portal will instantly establish an account for you at CITI. Your UGAID will be associated with your new account and your new account will be affiliated with UGA.**
- **If you select the second radio button, indicating that you already have an account at CITI, the following screen will appear.**

CITI Login Portal

You have an account at CITI but have not associated your UGA ID with your CITI account or are have not affiliated with UGA. Please enter your CITI username and password.

CITI Username:

CITI Password:

- If you have forgotten your CITI login/password, you may retrieve it on the CITI web site. Click here: <https://www.citiprogram.org/forgotlogin.asp?language=english>
- Follow the instructions on that CITI page to retrieve your CITI login/password.
- Enter your **CITI** login and password for your CITI account and click Login. (Your CITI login/password was assigned to you by CITI when you first registered for a CITI account.)
- The UGA CITI Login portal will verify that your CITI login/password is correct.
- If the CITI login/password that you entered is not valid on the CITI website, you will be given the opportunity to try again, or to cancel your CITI login attempt. (If you have forgotten your CITI login/password, you may retrieve on the CITI web site, click here: <https://www.citiprogram.org/forgotlogin.asp?language=english>)
- If the CITI login/password that you entered is valid, you will be taken to the CITI Main Menu. (Your UGA affiliation and UGAID will be associated with your CITI account. The next time you login using your UGA MyID/Password through the UGA CITI Login portal, you will be taken directly to the CITI Main Menu.)

Jerry NeSmith (Member ID: [REDACTED])

CITI Collaborative Institutional Training Initiative

[Resources](#)

[Main Menu](#) | [Select Language](#) | [Logoff](#)

Main Menu

- This is the email address we have for you: nesmithj@uga.edu. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) ⓘ | [Change login information](#) | [Change CITI Account Information](#)

University of Georgia

ⓘ [View University of Georgia instructions page](#)

Your enrollment with this institution is incomplete. [Click here](#) to complete your enrollment.

ⓘ [Add a course or update your learner groups for University of Georgia](#)

LEARNER TOOLS FOR University of Georgia

- ⓘ [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- ⓘ [Update my profile](#) for University of Georgia
- ⓘ [See a list of all modules that you have completed](#) (goes back to approximately May 2005)
- ⓘ [Click here to see your previously completed coursework](#) for University of Georgia
- ⓘ [Remove my affiliation](#) from University of Georgia

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NOTE: Follow the instructions on the CITI Main Menu, especially this one in the middle of the page, if it appears:

“Your enrollment with this institution is incomplete. [Click here](#) to complete your enrollment.”

Contact Dr. Chris King (cking@uga.edu) 706-542-5933 with questions regarding CITI's Responsible Conduct of Research and Financial Conflict of Interest courses.

Kim Fowler (kfowler@uga.edu) 706-542-5318 should be contacted for questions regarding CITI's Human Subjects course.