

## Creating and Accessing CITI UCF Researcher Accounts



### To create a New CITI UCF Account:

- (1) Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
- (2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
- (3) Click “Sign On” for direct access to CITI.
- (4) Click Continue to match your SSO (single sign on) account with a CITI Program account.
- (5) Select “I don’t have a CITI Program account and need to create one.”
- (6) Click “Click here to create a new CITI Program account.”

By using the UCF single sign-on, your name, email, employee PID, and any other information needed from UCF will automatically be populated into your CITI profile.

**\*NOTE: If you are NOT a UCF employee or student, please contact the IRB office at [irb@ucf.edu](mailto:irb@ucf.edu) or 407-823-2901**

### To access an Existing CITI UCF Account:

- (1) Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
- (2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
- (3) Click “Sign On” for direct access to your CITI account.

If you have an existing account and do not see your training history once logged in, please contact [risservicedesk@ucf.edu](mailto:risservicedesk@ucf.edu) to request that your previous account be linked to your NID.