Instructions for Accessing CITI

If you have never registered with CITI, create a new account:
1. Go to/paste the following link into your browser:
   https://www.citiprogram.org/index.cfm?pageID=668
2. Select "Northwestern University" from the list of options
3. An NU validation screen will come up. Enter your NU netID & password
4. Click on the blue banner labelled "Northwestern University Courses"
5. Click on "Add a Course or Update Learner Groups"
6. Under Question 1, check the box marked "RCR course for graduate students and postdocs in engineering"
7. Scroll to the bottom of the page (skipping Questions 2 – 4) and click "Submit"
8. Click on the course title to begin your training

If you have previously registered with CITI as a PhD student or Post Doc while at Northwestern, you will now log in with SSO (Single Sign-On method):
1. Go to www.Citiprogram.org
2. Click on the grey "Log in via SSO" button on the right hand side of the screen
3. A list of institutions will appear. Click on "Northwestern University"
4. An NU validation screen will come up. Enter your NU netID & password.
5. You will now be logged into your CITI account

If you have previously registered with CITI and have an account affiliated with another institution, you must now affiliate your CITI account with Northwestern:
1. Log into your existing account
2. Click on the blue banner labelled "click here to affiliate with another institution"
3. Type "Northwestern University" into the box
4. Select Northwestern University from the drop-down menu. (***DO NOT*** select "Northwestern Health Sciences University" – this is a completely unrelated institution)
5. The next time you log in, use the instructions above.

If you are unable to login using the instructions above, send an email to nu-ori@northwestern.edu including:

-Your name, as listed on your CITI account
-Your CITI username
-Your CITI account number
-Your NU NetID
And a member of staff will contact you