STEP 1: Goto homepage for site (https://citiprogram.org) and no matter what your prior status, click on the SSO (Single Sign On) box option in middle of page on the right. DO NOT CLICK on individual account.

STEP 2: SSO box will take you to a page with all the Universities that use the training. Scroll down and choose the Colorado School of Mines on the list and Click.
STEP 3: Because Mines only adopted SSO February 2016, we have to “associate” pre-existing” and “new” accounts the same way. A new or returning unmatched user should see this message after you click on the SSO:

We were unable to automatically match your SSO account with a CITI Program account.

- If you already have a CITI Program account, we will link it to your SSO account.
- If you don’t have a CITI Program account we will create one for you.

Click the button to continue.

Continue

EXISTING ACCOUNT HOLDERS (pre-existing account with CITI) follow STEP 4A immediately following.

NEW ACCOUNT HOLDERS/CREATORS (New Account Creation with CITI) follow STEP 4B on next page.

STEP 4A: They should click the button to continue.

Associate your SSO account with a CITI Program account

Please choose an option:

- I already have a CITI Program account.
- I don’t have a CITI Program account and I need to create one.

GOTO NEXT PAGE TO CONTINUE
CITI ON-LINE Single Sign On and Account Set-up Directions (Conflict of Interest)

**STEP 5A:** (PRIOR ACCOUNT HOLDERS AT CITI ONLY) after choosing that they already have a CITI account, they see the following screen:

Complete any profile items missing (if any) and then select the Conflict of Interest Courses. There are two (2) that are required courses you must read and pass the quiz on to be minimally complete for training. There is also one (1) optional course that is recommended, but not required for training.

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**STEP 4B:** (NEW ACCOUNT SET-UP ONLY) If the person does not have a pre-existing account from other trainings at CITI, then they choose the “new Account” option and follow those screens.

Complete any profile items missing (if any) and then select the Conflict of Interest Courses. There are two (2) that are required courses you must read and pass the quiz on to be minimally complete for training. There is also one (1) optional course that is recommended, but not required for training.