Logging into CITI Training
Quick Reference Guide

Overview

This Quick Reference Guide (QRG) is designed to walk users through linking their CITI Program Account to their UVA Institutional Account.

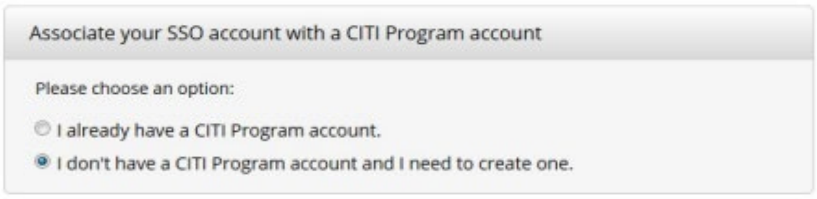
	All UVA users must use their UVA ID to log into their CITI Account. This required NetBadge to be linked to their CITI Account. The first attempt to log in to CITI will prompt you to associate your SSO account with a CITI Program Account. The next steps depend on whether the user already has an existing CITI Account.

If you do not have a CITI Program account already, continue.

If you have an existing CITI Program account, click HERE.

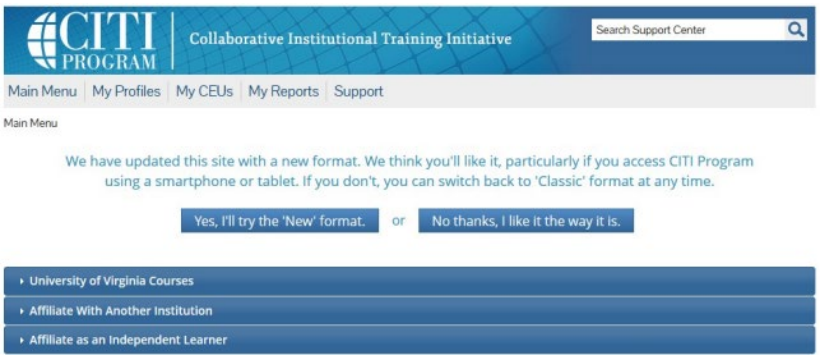
Creating a new CITI Account and associating your NetBadge credentials

1. Log in using this CITI link, and authenticate with NetBadge.
2. Select the radio button next to **I don't have a CITI Program account and I need to create one.**



3. Select the **Create A New CITI Program Account** button.

You may see the following screen:



4. Select **Yes, I'll try the 'New' format** (recommended) or **No thanks, I like it the way it is.**

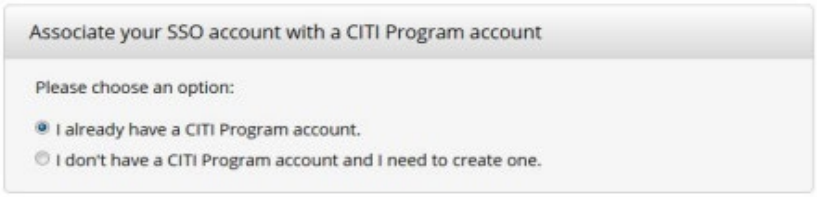
If you have logged in properly through NetBadge, your name should appear in the upper right-hand corner of the screen.

You have successfully completed this task.

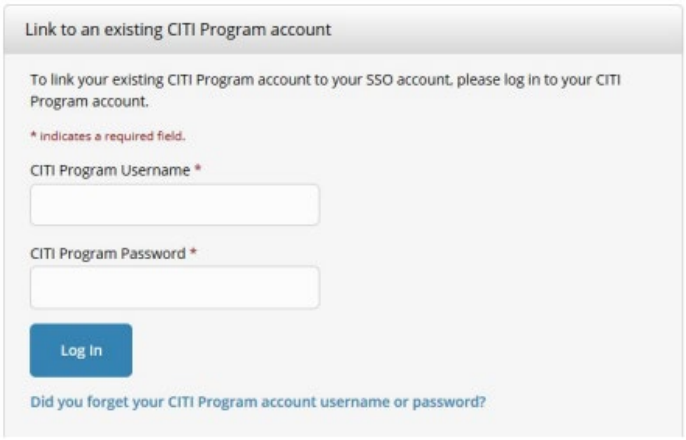
Linking an existing CITI Account to Netbadge credentials

1. Log in using this CITI link, and authenticate with NetBadge.

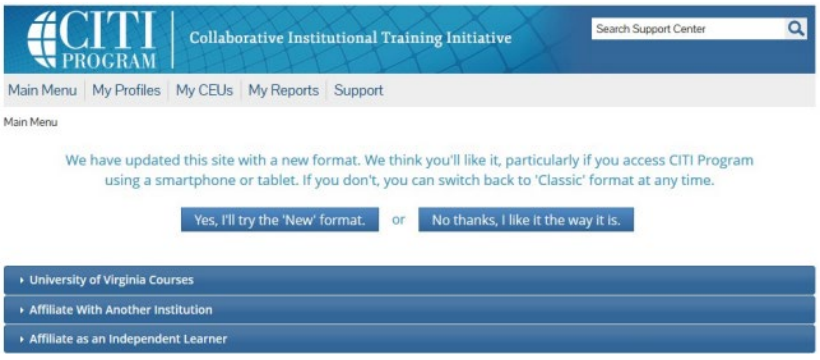
2. Select the radio button next to **I don't have a CITI Program account and I need to create one.**



3. Use your CITI Program Username and Password to log in:



You may see the following screen:



4. Select **Yes, I'll try the 'New' format** (recommended) or **No thanks, I like it the way it is.**

If you have logged in properly through NetBadge, your name should appear in the upper right-hand corner of the screen.

You have successfully completed this task.