Appendix B: Linking a CITI Account with SSO

If you have **never registered** with CITI and need to create a new account,

OR

If you have an **existing** CITI account that has **not been linked** with Northwestern via the single sign on method (SSO), please follow the steps below:

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. Select “Northwestern University.”
4. A Northwestern validation screen appears. Enter your Northwestern NetID and password.
5. As part of the account setup, respond whether or not you have an existing CITI account.

6. Under the blue banner labeled “Northwestern University Courses”, select “Add a Course or Update Learner Groups” to select the applicable coursework.
7. Your existing account will now be associated with Northwestern, allowing you to log in via SSO with your Northwestern NetID and password.

**Problems logging in?**

1. Send an email that includes the information below to Beth Irwin, Research Training Manager at: bethirwin@northwestern.edu
   a. Put “Problems with SSO” in the subject line of the email
   b. Your name, as listed on your CITI account
   c. Your CITI username
   d. Your CITI account number
   e. Your Northwestern NetID