

## CITI Login Instructions

GVSU utilizes the single sign-on function to access CITI. These instructions will link your GVSU account to your CITI account, allowing you to sign into CITI without having to create a separate username and password.

1. Click here: [CITI Training](#).
2. Enter your GVSU username and password. (Same username and password you use for your email.)

**GRAND VALLEY STATE UNIVERSITY**

GVSU Central Login Service

Sign in to your account

User Name

Password

Sign In

**General Information**

You are entering a secure login area in which designated applications at GVSU are allowed to use your login credentials entered on this site for authentication. This allows you to login once with your network ID and password and have access to designated applications without logging in multiple times. GVSU Information Technology will continue to review applications that meet the requirements for this type of authentication but cannot guarantee all applications have the ability to do so.

**Trouble Logging In?**

Contact the Information Technology Helpdesk at 616-331-2101 or visit <http://gvsu.edu/it/>

**Reset / Change Your Network Password**

You may change your network password by following the instructions at <https://www.gvsu.edu/passwordreset>

1 Campus Drive  
Allendale, MI 49401-9403  
USA - (616) 331-5000

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If you have previously linked your GVSU username to CITI, you will be taken to your CITI dashboard (homepage).

If this is the first time you are logging into CITI using single sign-on, continue to step 3.

3. Select the appropriate option. If you're unsure if you have an existing CITI account, choose "I don't have a CITI Program account and I need to create one."



[LOG IN](#)

[LOG IN THROUGH MY INSTITUTION](#)

[REGISTER](#)

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.

4. If you select the "I don't have a CITI Program account and I need to create one." option, you will see the following image. Click the "Create a New CITI Program Account" button.

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

[Create A New CITI Program Account](#)

5. You are now at your dashboard. Select, "View Courses."

**CITI PROGRAM**

[Courses](#) [Records](#) [CEUs](#) [Support](#)

John Researcher  
ID 7709828

## Welcome, John

[Add Institutional Affiliation](#)  
[Register as Independent Learner](#)

0 Courses Completed

1 Day of Membership

✔ Your registration has been completed successfully.

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Grand Valley State University

[View Courses](#)

Would you like to affiliate with another Institution?

[Add An Affiliation](#)

6. Select, "Add a Course."

### Learner Tools for Grand Valley State University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

7. You will be taken to a list of courses. Select the appropriate course(s) and hit, "Submit."

### Question 1

#### Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research. Researchers named on IRB protocols are required to complete the RCR-Concise course. Graduate students: Select the RCR course corresponding to your graduate program.

- RCR - Concise
- RCR - Accounting and Taxation Graduate Students**
- RCR - Biomedical Sciences Graduate Students
- RCR - Business (MBA) Graduate Students
- RCR - Computer Information Systems Graduate Students
- RCR - Criminal Justice Graduate Students
- RCR - Educational Technology Graduate Students

8. The selected course now appears on your dashboard. Select "Start Now" to begin.

#### Courses Ready to Begin

[Learner Tools](#)

Grand Valley State University  
RCR - Accounting and Taxation Graduate Students  
Stage 1 - Basic


0 / 3 modules completed

[Start Now](#)



## Subsequent Logins

1. Click here: [CITI Training](#).
2. Enter your GVSU username and password. (Same username and password you use for your email.) This will take you to your CITI dashboard.

 GRAND VALLEY  
STATE UNIVERSITY

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User Name

Password

[Sign In](#)

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### Alternate Login Instructions (without direct link to GVSU sign-in on CITI)

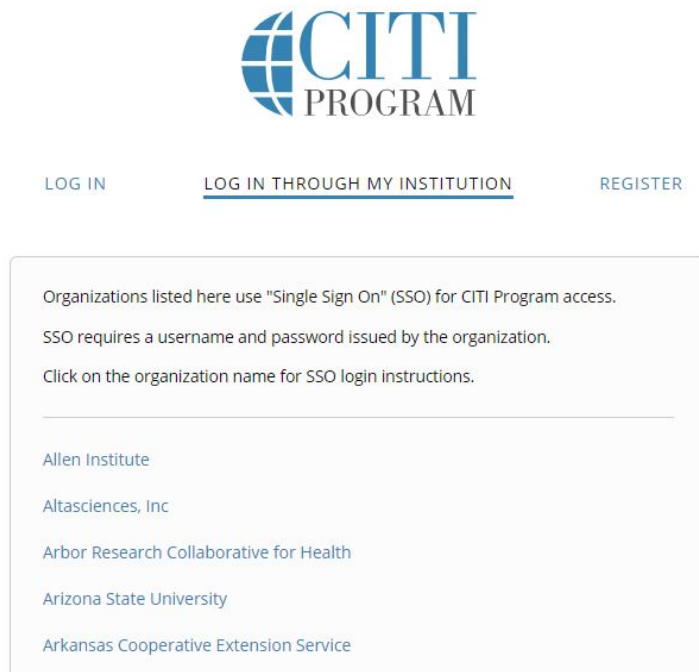
If you don't have the direct link to the GVSU login page, you can still login to CITI via the following steps.

1. Go to [www.citiprogram.org](http://www.citiprogram.org)
2. Click "Log In Through My Institution" (see arrow).



The screenshot shows the CITI PROGRAM logo at the top. Below the logo are three navigation links: [LOG IN](#), [LOG IN THROUGH MY INSTITUTION](#), and [REGISTER](#). A black arrow points to the [LOG IN THROUGH MY INSTITUTION](#) link. Below the navigation links are two input fields: "Username" and "Password", each with a "Forgot?" link to its right. Below the input fields is a blue "Log In" button.

3. Select Grand Valley State University in the list of organizations.



The screenshot shows the CITI PROGRAM logo at the top. Below the logo are three navigation links: [LOG IN](#), [LOG IN THROUGH MY INSTITUTION](#), and [REGISTER](#). Below the navigation links is a box containing the following text:

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.  
SSO requires a username and password issued by the organization.  
Click on the organization name for SSO login instructions.

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Allen Institute  
Altasciences, Inc  
Arbor Research Collaborative for Health  
Arizona State University  
Arkansas Cooperative Extension Service

4. Enter your GVSU username and password. (Same username and password you use for your email.)

**GRAND VALLEY STATE UNIVERSITY**

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User Name

Password

**Sign In**

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If you have previously logged in via GVSU’s single sign-on, this will take you to your dashboard. If this is the first time you are logging in via GVSU’s single sign-on, go to Step #3 in the “First Time Login” instructions above after entering your GVSU username and password.

## Course Access Instructions – DEMO Mode

The following instructions will allow you to see all of the modules CITI offers. Note: You will not be able to earn certificates in this mode.

1. Log into CITI with the instructions above.
2. On the dashboard, select “Add an Affiliation.”


**Institutional Courses**

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Grand Valley State University **View Courses**

Would you like to affiliate with another Institution? **Add An Affiliation**

3. Type “Demo” in the text box that pops up. Click on the boxes to agree to the terms of service and affirm that you are an affiliate of DEMO. Click Continue.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

I affirm that I am an affiliate of DEMO. 

**Continue**



4. Provide the information requested and click “Next” at the bottom of the page.

\* Indicates a required field.

Language Preference

\* Institutional Email Address

\* Gender

\* Highest Degree

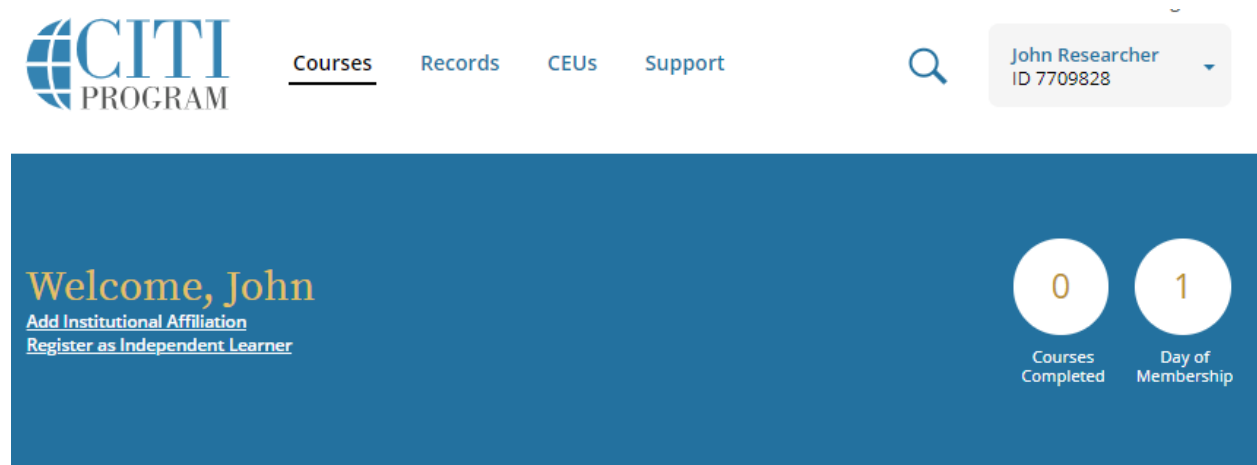
5. Follow the prompts to select the course(s) and module(s) you would like to review. You may view any course/module CITI offers. GVSU’s subscription (allowing for course certification) includes the following courses (and all submodules for those courses):

- Animal Care and Use
- Conflicts of Interest
- Export Compliance
- Good Clinical Practice
- Human Subjects Research
- Information Privacy and Security
- Responsible Conduct of Research

## Course Access Instructions

Follow the instructions below to add additional courses for certificate credit.

1. Log into CITI with the instructions above.
2. From the dashboard, select, "View Courses."



The screenshot shows the CITI PROGRAM dashboard for John Researcher (ID 7709828). The navigation menu includes Courses, Records, CEUs, and Support. The dashboard features a welcome message, links for adding institutional affiliation or registering as an independent learner, and two circular statistics: 0 Courses Completed and 1 Day of Membership.

✔ Your registration has been completed successfully.

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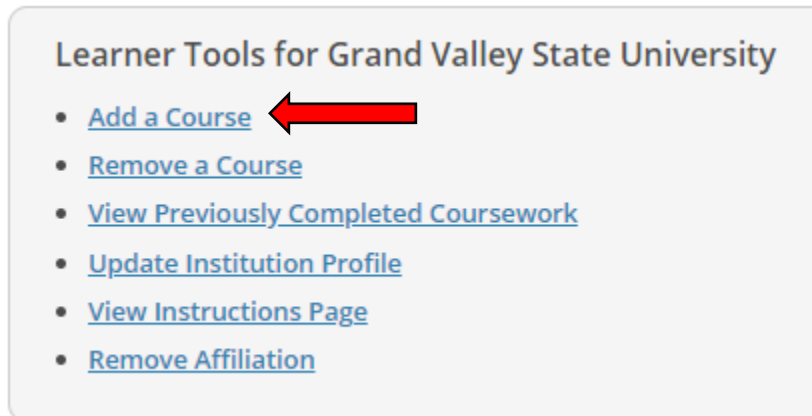
Grand Valley State University

[View Courses](#)

Would you like to affiliate with another Institution?

[Add An Affiliation](#)

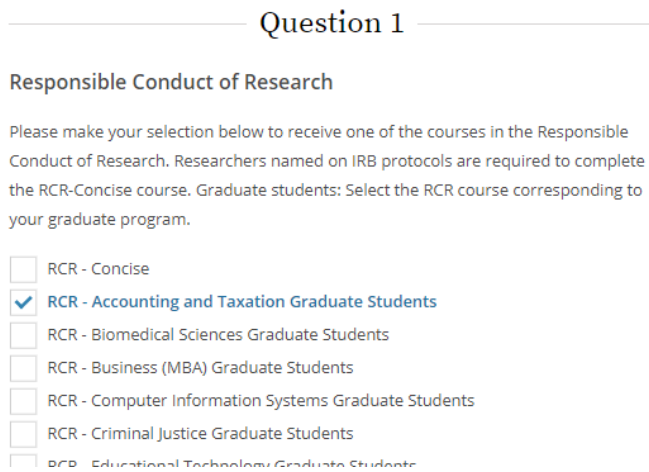
3. Select, "Add a Course."



**Learner Tools for Grand Valley State University**

- [Add a Course](#) ←
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

4. You will be taken to a list of courses. Select the appropriate course(s) and hit, "Submit."



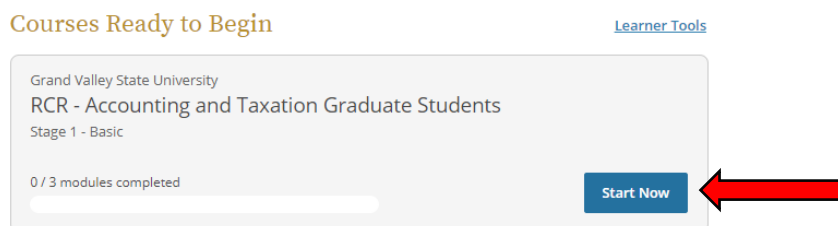
————— Question 1 —————

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5. The selected course now appears on your dashboard. Select "Start Now" to begin.



**Courses Ready to Begin** [Learner Tools](#)

Grand Valley State University  
RCR - Accounting and Taxation Graduate Students  
Stage 1 - Basic

0 / 3 modules completed

**Start Now** ←