How to Access the CITI Conflict of Interest Mini-Course

1. Login to your ISU Sign On Dashboard (https://login.iastate.edu)
2. Click on the CITI Program tile to login to CITI.

a. If the tile is not listed, you will need to add it (you will only need to do this once).
   1. Go to “Add apps”
   2. You might need to change the filter to “All Apps”
   3. Search for “CITI” or “CITI Program”
   4. Click the blue “Add” button corresponding to the CITI Program tile.
3. CITI Single Sign-On (SSO) Account Matching Prompts

When first logging in via SSO, if you are not automatically matched with your account, you will be presented with two options:

a. If you already have a CITI Program account, select the first option.
   Enter your CITI Program credentials to link your account. You will only have to do this once.
   Next time you log-in via SSO again, you will be automatically put into your CITI Program account.
If your account is affiliated with another institution, you will need to affiliate it with Iowa State University and make sure that your primary e-mail address is your @iastate.edu account.

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.

Iowa State University

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

Affiliate with an Institution

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

If your organization is using Single Sign-On, please find it here.
If you do not have a CITI Program account, select the second option. A CITI Program account will automatically be created for you. You will be logged into this account next time you use SSO.

### Associate your SSO account with a CITI Program account

Please choose an option:
- [ ] I already have a CITI Program account.
- [x] I don’t have a CITI Program account and I need to create one.

### 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]

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4. **Add the Conflict of Interest Mini Course**

a. If you have previously taken the mini course and are due for renewal, the course will be listed under “Courses Ready to Begin”.

b. If you have not previously taken the mini course, you will be able to add it to your course list.

If there is an “Add Course” button on your profile page, use that feature. Otherwise, follow these steps:

- Click My Courses at the top of the page
- Click View Courses
- Scroll down to Learner Tools for Iowa State University then click Add a Course
- Scroll to Question 4 and click on Conflict of Interest Mini Course
- Scroll to bottom and click Submit to add the course

c. The course will be added to your “Courses Ready to Begin” box on your My Courses page. When you are ready to take the course, click Start Now, complete and submit the Assurance Statement, then you will be able to begin the first module.