



LUC Faculty & Staff not Currently Involved in Research Instructions

1. Go to CITI Program <https://citiprogram.org> or go directly to <https://www.citiprogram.org/index.cfm?pageID=154&icat=0&clear=1> to register as a new user.
2. You should see the Login In or Register buttons. If not, click on the three black lines on the upper left hand side of the page.
3. **New Users**
 - a. Select Register
 - b. Select Loyola University Chicago (SSO) as your Institution
 - c. Click the box for "I agree to the Terms and Privacy Policy for accessing CITI Program Material."
 - d. Click the box for "I affirm that I am an affiliate of Loyola University Chicago".

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

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

Loyola University Chicago (SSO)

Loyola University Chicago allows the use of a CITI Program username/password or Single Sign On (SSO) for access.

Single Sign On (SSO) requires a username and password issued by Loyola University Chicago.

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

I affirm that I am an affiliate of Loyola University Chicago.

Continue To Create Your CITI Program Username/Password or Continue To SSO Login / Instructions


4.
 - a. Click "Continue to Login SSO/Instructions".
 - b. You will be taken to the Login to Loyola University SSO. Log in with your UVID and Password.



Login to Loyola University SSO

Username (UVID)

Password

LOGIN 

[Forgot your password?](#)


About Loyola's Single Sign-on (SSO)

Loyola uses SSO: a service which allows users to provide their username and password once to a trusted service to have their identity securely and seamlessly provided to some of its web applications.

To Log Out: Close your browser. It is very important that you log out of SSO when you have finished using the computer, particularly if the computer is in a public place. If you don't logout then subsequent users of the computer may be able to access applications as you.

Login instructions:

Use your Loyola UVID and password to connect. If you experience any problems, please clear your browser cache and try again.





5.
 - a. Scroll all the way down to the bottom of the page to the CITI Course Enrollment Questions
 - b. Select LUC Faculty & Staff not Currently Involved in Research Learner Group



CITI Course Enrollment Questions

[View instructions page](#)

* Select the appropriate user group for the reason you are here today:

Choose one answer

LUC Faculty & Staff Not Currently Involved in Research



LUC Health Sciences Division Faculty/Personnel

LUC Sponsored Research Personnel

Next

6.

7. Current Users

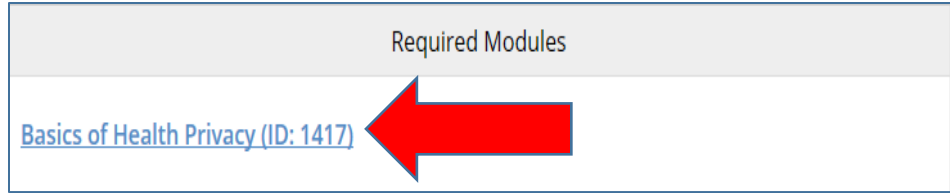
- a. Click Login in with my Institution
- b. You will be taken to the Login to Loyola University SSO. Log in with your UVID and Password.

8. All Users

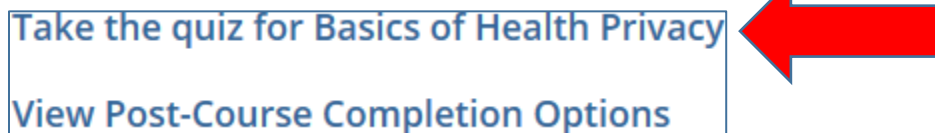
- a. Under Courses you should now see a link for Basics of Health Privacy Click on the link

▼ Loyola University Chicago Courses			
Course ?	Status ?	Completion Record ?	Survey ?
Basics of Health Privacy	Passed 06-Aug-2018	View-Print-Share	Post-course evaluation
Basics of Health Privacy for Clinicians	Not Started	Not Earned	
Basics of Information Security	Not Started	Not Earned	

- b. Scroll down until you see Required Modules and Click on *Basics of Health Privacy* (ID: 1417). This is the required annual HPA A Training for all faculty and staff.



- c. At the end of the training. Click on Take the quiz for Basics of Health Privacy.



- d. Answer all the questions at the end before leaving the training, In order to receive credit for completing the training you must answer at least 80% of the questions correctly.

If you have questions or need additional help, please contact us as hipaa-privacy@luc.edu.