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”.

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
6. **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
   
   b. Scroll down until you see Required Modules and Click on *Basics of Health Privacy (ID: 1417)*. This is the required annual HIPAA Training for all faculty and staff.
c. At the end of the training, click on "Take the quiz for Basics of Health Privacy." 

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