

SETTING UP YOUR CITI AND HSCONNECT ACCOUNT

To ensure proper credit of training, all users must have a Pitt HSConnect Account

1) Create Pitt HSConnect account

To create an HSConnect account visit <https://www.hsconnect.pitt.edu>. If you suspect you may already have an HSConnect account, contact the HSConnect support for assistance at 412-648-2222

2) Use the CITI-Pitt portal to access CITI Program

- A. Go to <https://www.citi.pitt.edu>
- B. Click the Login tab.
- C. Click the appropriate button (Pitt Users button will prompt to sign in using Pitt Passport):

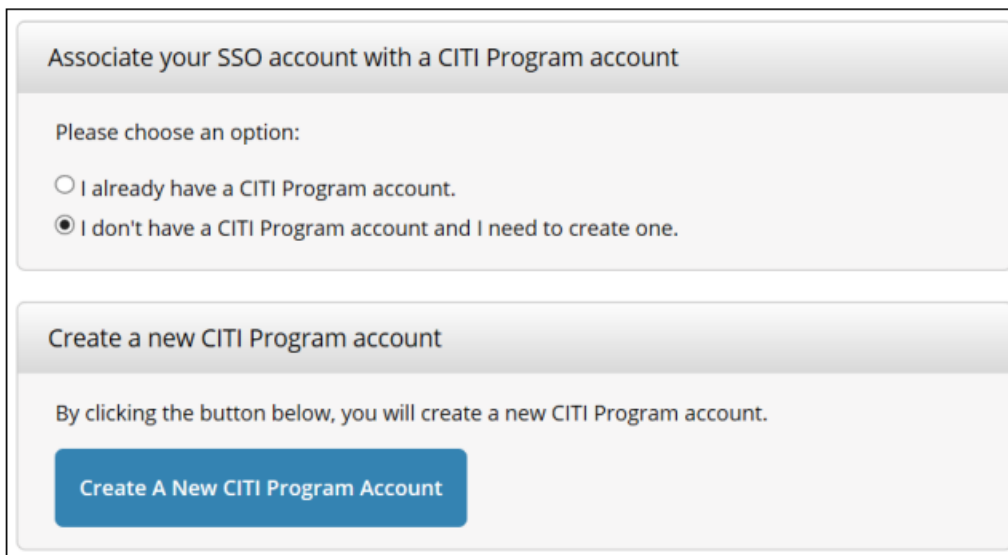
3) Set up your new CITI Program Account Profile

After logging into the CITI via the CITI-Pitt portal for the first time, you will need to set up a profile.

If you are **new to CITI training**, select the option: **“I don’t have a CITI program account and I need to create one”**.

- OR -

If you have **used CITI at another institution**, select **“I already have a CITI program account”**. This will allow your existing CITI account to be linked. You will subsequently need to enter your existing CITI username and password from the other institution.



The screenshot shows a web interface for associating an SSO account with a CITI Program account. It features two main sections. The first section, titled "Associate your SSO account with a CITI Program account", contains the instruction "Please choose an option:" followed by two radio button options: "I already have a CITI Program account." and "I don't have a CITI Program account and I need to create one." The second option is selected. The second section, titled "Create a new CITI Program account", contains the instruction "By clicking the button below, you will create a new CITI Program account." and a prominent blue button labeled "Create A New CITI Program Account".

New CITI users will be directed to the CITI Program Member Profile where you will be asked a **couple of questions to create your CITI profile**.

After your CITI profile has been completed, you are ready to select courses.

SELECTING YOUR BBP COURSES

Start by clicking the “**View Courses**” button for the **University of Pittsburgh**.

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](#).

DEMO	View Courses
Pennsylvania State Univ - Hershey	View Courses
University of Pittsburgh	View Courses
Would you like to affiliate with another Institution?	Add Affiliation
Would you like to remove an existing affiliation?	Remove Affiliation

1. **Click** on the “**Learner Tools**” link (or scroll to the bottom).
2. Click “**Add a Course**”.
3. **Answer the onboarding questions** and proceed to the list of courses.
4. Courses are organized by Human Research, Animal Research, and Other Courses. BBP training can be found under “**Other**” at the bottom of the page.
5. **Check the box for Bloodborne Pathogen**
6. Click the **Next button** and you will be enrolled in the course.
7. It will be added as a training under listed under “**Courses Ready to Begin**”. **Click the Bloodborne Pathogens** training link to start the module.

NOTE: EH&S will automatically be notified by the CITI training system when training is completed. It is not necessary to email the certificate.