STEP 1: Go to homepage https://citiprogram.org and, no matter what your prior status, click on the SSO (Single Sign On) box option in middle of page on the right. DO NOT CLICK on individual account.

STEP 2: SSO box will take you to a page with all the Universities that use the training. Scroll down and choose the Colorado School of Mines on the list and Click.
STEP 3: Because Mines only adopted SSO February 2016, we have to “associate” pre-existing” and “new” accounts the same way. A new or returning unmatched user should see this message after you click on the SSO:

We were unable to automatically match your SSO account with a CITI Program account.
- If you already have a CITI Program account, we will link it to your SSO account.
- If you don’t have a CITI Program account we will create one for you.

Click the button to continue.

NEW ACCOUNT HOLDERS/CREATORS (New Account Creation with CITI) follow STEP 4A immediately following.

EXISTING ACCOUNT HOLDERS (pre-existing account with CITI) follow STEP 4B on the next page.

STEP 4A: (NEW ACCOUNT SET-UP ONLY) Users needing a new account should choose the “new Account” option and follow those screens.

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.

Create a new CITI Program account

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

⚠️ This may take up to 1 minute. Please do not click more than once.

Click here to create a new CITI Program account.  Click the link to create a new acct
STEP 4B (EXISTING ACCOUNT USERS): If the person does have a pre-existing account from other trainings at CITI, then they should click the identified button to continue.

After choosing that they already have a CITI account, the following screen will appear:

STEP 5: Complete any profile items missing and then, when finished, register for the necessary training courses.