Dear Faculty and Staff:

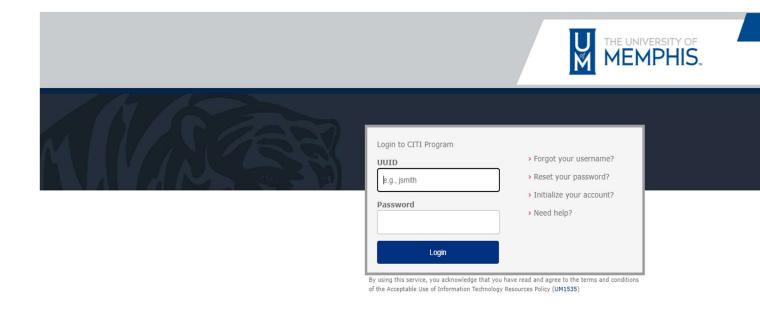
In compliance with Title VI and Title IX training requirements, all University employees must complete the University of Memphis "Title IX & Title VI – Faculty and Staff" course.

These include trainings that are required to be completed annually in accordance with Title IX and Title VI regulations.

The University of Memphis is using CITI Program to administer this training. To log in to complete this online training, visit the link below:

https://www.citiprogram.org/portal?site=2176&stageID=465233

The link will require that you sign in to the Single Sign-On (SSO) for the University of Memphis and then take you to the CITI Program website.

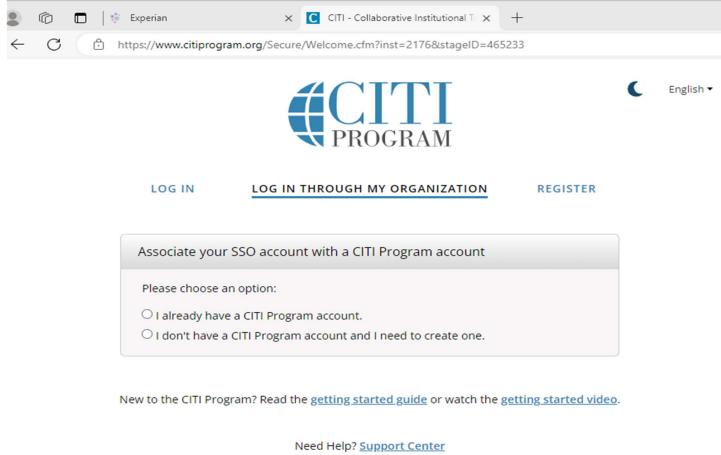


If you are logging into the Single Sign-On on the CITI Program website for the first time, you will receive a question requiring you to associate your SSO account with a CITI Program account.

If you already have a CITI Program account, you will select "I already have a CITI Program Account," and then you will be prompted to link your current CITI Program account using your CITI Program credentials.

Once your account is linked to the SSO, you can log in using the SSO link with your University of Memphis credentials moving forward.

If you have never created a CITI Program account, you would select "I don't have a CITI Program account, and I need to create one." Once you submit your answer, an account will be created for you automatically.



Status Page

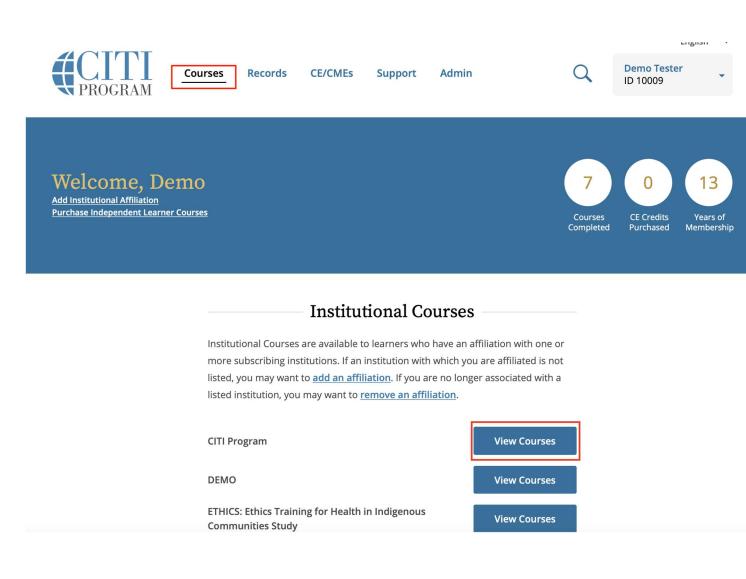
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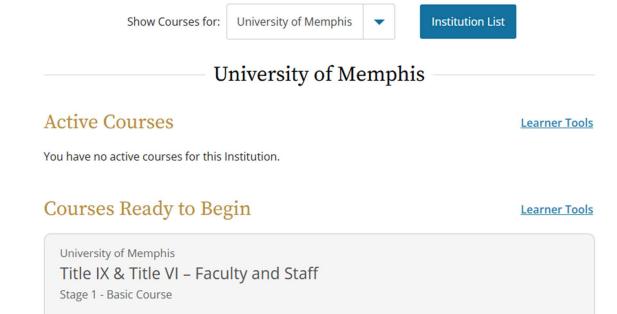
Once you've associated your SSO account with a CITI Program account, you should be logged in to your CITI Program account.

You will be automatically assigned the "Title IX & Title VI – Faculty and Staff" course once logged in.

Please go to "Courses" at the top of your account and select "View Courses" next to "University of Memphis" and you will see "Title IX & Title VI – Faculty and Staff" under your list of courses.

Click "Start Now" to begin the course.





**Completed** Courses

0 / 7 modules completed

Learner Tools

Start Now

You have not recently completed any courses for this Institution. Full records of past completions are available in <u>Records</u>.