

Completing CITI Training Courses for Research on Animals
Faculty / Staff Researcher Instructions

If you **already have a CITI Program username from another University or Institution** you will need to log in and follow these instructions for adding/changing affiliations as well as transferring completions:

<https://support.citiprogram.org/s/article/how-to-add-change-your-affiliated-institution-or-transfer-completions>

If you have **never registered before** (you do not have a CITI Program username) please use the CITI Registration / Log In link on the [CUHSR webpage](#) and register for an account. Then you will proceed through the series of 7 steps listed below.

If you already have an Eastern CITI username, skip to the IACUC Requirements and Additional CITI Courses sections below.

1. Step 1: Select Your Organizational Affiliation
 - a. Type and select Eastern Connecticut State University via the drop-down list and then check the boxes for to agree to the terms/conditions and you are affiliated with Eastern.
 - b. Click the box to continue to create your CITI program username/password.
2. Step 2: Personal Information
 - a. Name and email address are required.
 - b. Click the box to continue to Step 3.
3. Step 3: Create Your Username and Password
 - a. Create a username and password according to their requirements.
 - b. You are also required to choose a security question and provide an answer.
 - c. Click the box to continue to Step 4.
4. Step 4: Country of Residence
 - a. Select your country of residence by starting to type it in the box.
 - b. Click the box to continue to Step 5.
5. Step 5: Continuing education, etc.
 - a. Select yes/no for if you want the option to earn and pay for Continuing Education credits. (Note: you can change this option anytime in your account)
 - b. If you select yes, you must also choose the type of credit you would like to earn.
 - c. Select yes/no for the question on if CITI can contact you for participation in research surveys.
 - d. Select yes/no for the question on if CITI can contact you with marketing information.
 - e. Click the box to continue to Step 6.
6. Step 6: Information Requested from Eastern
 - a. The three required fields are 1) institutional email address, 2) department, and 3) role in research (this you choose from the drop-down menu).
 - b. You may complete as much of the remaining fields as you want.
 - c. Click the box to continue to Step 7.

7. Step 7: Select Curriculum
 - a. Question 1: select the following: **Research with data or laboratory specimens- ONLY: No direct contact with human subjects.**
 - b. Question 2: leave blank
 - c. Question 3: select not at this time
 - d. Question 4: select I am not required to complete the IPS course at this time
 - e. Question 5: select not at this time
 - f. Question 6: select no
 - g. Question 7: You will conduct studies that use Lab animals, so you must choose: **"Working with the IACUC Course"** is required...
 - h. Choose the appropriate species-specific elective from the following:
 - I work with Frogs, Toads or other Amphibians
 - I work with Reptiles
 - I work with Mice. Family: Muridae Cricetidae
 - I work with Rats. Genus: Rattus
 - I work with Fish
 - I work with Zebrafish
 - Wildlife Research
 - i. Question 8: select not at this time
 - j. Click the box to complete registration.
8. Once you finalize your registration, your personal member's home page will open up. Click on: Eastern Connecticut State University **View Courses**.

IACUC Requirements

1. Start the **Working with the IACUC** course first.
2. Once you have completed **Working with the IACUC** course, you should proceed to the species- specific course(s) you selected.
3. Once you have completed a course, there will be an option to print and save a copy of your certificate. You will also receive an email confirmation of your completion with links to your 1) completion report and 2) completion certificate. You can also access reports, certificates, and course information by clicking the main menu Records anytime you are logged in. Note that these certificates expire after three years.

Additional CITI courses

1. With Eastern's subscription, you have access to all the courses that were originally listed in Step 7 (Select Curriculum) of the registration process. If you wish to take additional courses, click on Courses on the main menu.
2. Under the Institutional Courses heading, click either the linked title Eastern Connecticut State University or the box that states View Courses.
3. This will show any active courses you have (i.e., courses you have started but not completed), courses ready to begin (i.e., courses not started), and completed courses.

4. At the bottom of this screen there is a box titled Learner Tools for Eastern Connecticut State University. In this box you can do the following:
 - a. Add a course: this will bring up the 8 questions from Step 7 of the registration process so you can select which courses you would like to take.
 - b. Remove a course: if you enrolled in a course you no longer want to take. You will need to select which course you want to remove from a list once you click this option.
 - c. View previously completed coursework: this will list all your coursework, the passing score required, your score, start date, completion date, expiration date, gradebook, and completion record. NOTE: this is the same information you are able to access by clicking the main menu for Records.
 - i. If you click on view-print-share your completion record, you will be given the option to view/print or copy link to both your 1) completion report and 2) completion certificate.
 - d. Update institutional profile: this is the information you originally entered in Step 6 of registration.
 - e. Remove affiliation: this is if you move to a different university or institution and need to change your affiliation.