

Carthage IACUC CITI Training

Instructions for Laboratory Animal Research CITI training

HAVE AN EXISTING CITI ACCOUNT

1. Go to: <https://about.citiprogram.org/en/homepage/>
2. Login & Click on COURSES, make sure Carthage is listed as your organization, then click on VIEW COURSES
3. Click on VIEW COURSES, Scroll to the bottom, Click on ADD A COURSE
4. Skip to #6 (Step 7) listed below in green-- THIS IS CRITICAL

NEED TO SET UP A CITI ACCOUNT

1. Go to: <https://about.citiprogram.org/en/homepage/>
2. Click Register
3. Select **Carthage College** as your organization
4. Agree to the term of service and privacy policy (you can go and read those)
5. Create a login (follow the prompts Steps 2-6)
 - Step 2- Name and email
 - Step 3- Username, password & security question
 - Step 4- Country of residence
 - Step 5- CEU, respond as you prefer
 - Step 6- Demographics questions, respond as you see fit
6. **Step 7 IS CRITICAL-- It will determine the courses to which you will be given access. Only select those noted below...**
 - Q1: Human subjects research – **Do not select anything or select "not at this time"**
 - Q2: Institutional or Signatory Official or IRB Chair - **Do not select anything**
 - Q3: Good Clinical Practice - **Do not select anything or select "not at this time"**
 - Q4: Information privacy security – **Do not select anything or select "I am not required to complete at this time"**
 - Q5: Responsible conduct – **Do not select anything or select "not at this time"**
 - Q6: Conflict of Interest – **Select "NO"**
 - Q7: Laboratory animal research – **CLICK ALL APPROPRIATE BOXES**
 - Q8: Public Health Research – **Select "Not at this time"**
 - Q9: IRB committee – **Select "Not at this time"**
 - Q10: Essentials of Research Administration – **Select "no"**
 - You can go back into your CITI profile at any time and change your responses to Q1-10, your responses will add course selections to MY COURSES profile
7. **Complete Registration**
8. **Now, once you log into your CITI account go to the Main Menu/My Courses Tab**
 - Click on the IACUC related courses and complete
 - The CITI system has a save function and will allow you to leave and come back to finish later
 - You will be required to complete each module at an 80% level
9. **How to save your training certificate**
 - Upon completion CITI will provide you with a certificate for completion of each course
 - Download and save the certificate as a PDF for your records