Instruction for CITI Training:

[CITI Login and Registration Page](#)

Once you know which training courses you will need to complete, you will need to log in to the CITI training portal to complete the required training.

Instructions for registering:
- Go to the [CITI Program](#) website.
- Select "**Register**."
- "Select Your Organization Affiliation," by searching for organization, **"University of North Texas Health Science Cente**r."
- Provide your information for setting up a unique username and password.
- After registering, you will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in Lab-Animal Welfare.
- We require completion of the following modules:
  - ○ "Working with the IACUC"
  - ○ Minimizing Pain and Distress
  - ○ Post-Approval Monitoring (PAM)
  - ○ "Species Specific Training" based on the species used (ask your mentor if needed).
- There are other modules that my need to be completed as well, based on what you will be doing in the project (i.e., Antibody Production, Aseptic Surgery).

Instructions for Completing Coursework:
- Under the **Title of the Course,** select "Start Now" to begin or continue the course.
- Please **Complete the Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.
- Complete the Required modules and associated quizzes.
- Complete the required number of Elective modules and associated quizzes
- When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of **Optional Modules**. You may return to the course site at a future time to review these modules.
  Please be aware that Optional Modules **do not** count towards a completion report.
- When you complete all required modules successfully, you may print your completion report through the link:
  Print Report from your Main Menu or your **Previously Completed Coursework** page.
- The **Basic Course** for the Lab Animal Welfare **Core Courses** will require 4-6 hours to complete depending on the curriculum prescribed by your organization. You are encouraged to use multiple log on sessions.

To Complete the Course:
- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Scores obtained **after** a completion report has been issued **will not** be reflected on the completion report.

- Print or download a **Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report.
- Submit a voluntary, anonymous user satisfaction survey.

Other Information for Navigating the System:
- **Add a Course:** allows you to add other coursework that needs to be completed.
- **Remove a Course:** allows you to remove a registered course.
- **View Previously Completed Coursework**: allows you to see your past scores, view expirations, and print completion reports.
- **Update Institution Profile:** allows you to update your institution-specific details, such as your institutional ID or employee number, email, department, role in research, etc.
- **View Instructions page**: brings you to the instructions page.
- **Remove Affiliation** link allows you to unaffiliate with an institution if you are no longer required to be certified under them and wish to no longer receive email notifications regarding courses under the institution. Please be aware that you will not have access to previous scores or completion reports obtained under the institution unless you remain affiliated.
    - You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.

Questions:
- Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.
- Questions regarding your requirements should be addressed to the IACUC Administrator IACUC@unthsc.edu or 817-735-2533.