## How to access CITI for the IACUC required course(s).

Go to <u>http://www.citiprogram.org</u> and click on the "Register" button located in the blue log in box to the right of the homepage.

**Step 1:** Choose a participating institution from the search box. UWF students, faculty, and staff will type and select "University of West Florida". After this you will agree to terms of service, affirm your affiliation and select "Continue to Create Your CITI Program Username/Password."

	r Registration		
Steps: 1 2	3 4 5 6 7		
elect Your C	Organization Affiliat	tion	
his option is	for persons affiliated	with a CITI Program subscriber organization.	
100			
o find your o	rganization, enter its	name in the box below, then pick from the list of choices provided. 🥹	
	rganization, enter its f West Florida	name in the box below, then pick from the list of choices provided.	
University of University of University	f West Florida	ws the use of a CITI Program username/password for access. You will cre	ate this
University of Un	f West Florida West Florida only allov d password in step 2 o	ws the use of a CITI Program username/password for access. You will cre	ate this

## Step 2: Learner Registration

Input your First Name, Last Name, and Email address.

ersonal Information		
indicates a required field.		
* First Name	* Last Name	
* Email Address	* Verify email address	
	d email address, if you have one, in case messages are blocked or you lose the a t your username or password, you can recover that information using either en	
	Verify secondary email address	

**Step 3:** Adding a Security Question and Answer

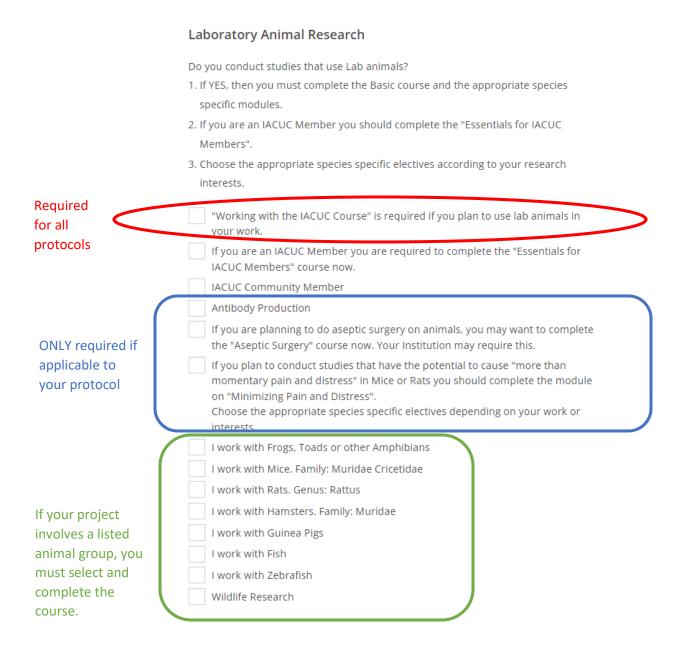
**Step 4:** Enter your country of residence. [Optional: Connecting your <u>ORCID iD</u>] Then select "continue." **Step 5:** Some professionals can earn continuing education credits by completing the CITI program. As students, you should select, "No." Then select "continue."

Bcates a required field.					
* Are you courses?	Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?				
CITI is pleas requiremen	ed to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions trainin its.				
	anits for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re- a are available for most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.				
	ster your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at page. Please read texts entered for each option carefully.				
Yes					
ACKNOW	rt of your course, you will be prompted to click on a "CE information" page link located at the top of your grade book and to VIEW and LEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits for your course.				
© Yes					
Ves					
No The CE fu your cour	nctionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start rise. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of I book page.				

**Step 6:** Enter the required additional information. Some information requested is voluntary. Then select "continue."

## Step 7: Select Curriculum

This will provide seven questions regarding a variety of courses. Question 5 requires an answer but is not required by the IACUC and can be answered "No". The only question that you will need to answer for animal care and use is <u>Question #6: Laboratory Animal Research</u>. You will need to select the first checkbox "Working with the IACUC Course" and any other item that is applicable to your protocol



Once finished with the required course(s), you will need to include the CITI certificate in your IACUC application. For any questions regarding accessing CITI or IACUC training requirements, please contact the <u>IACUC office</u>.