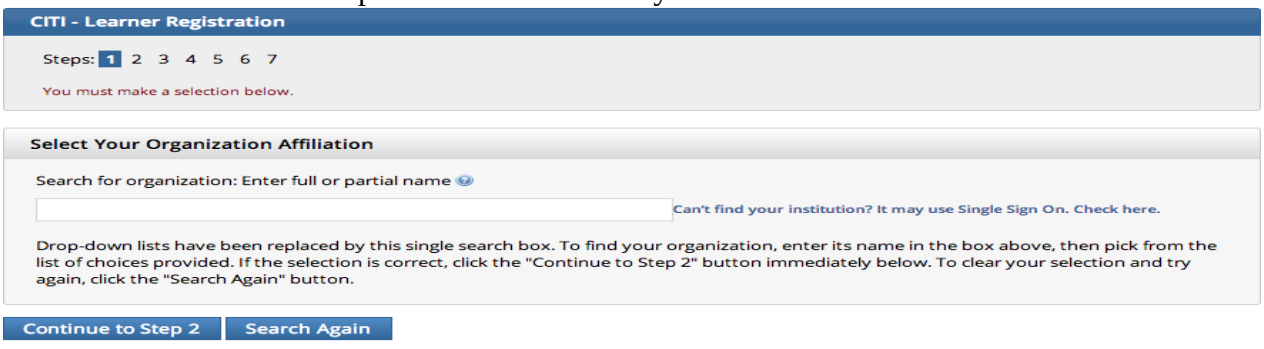
Institutional Animal Care and Use Committee
Certification Course - CITI Program
Instructions

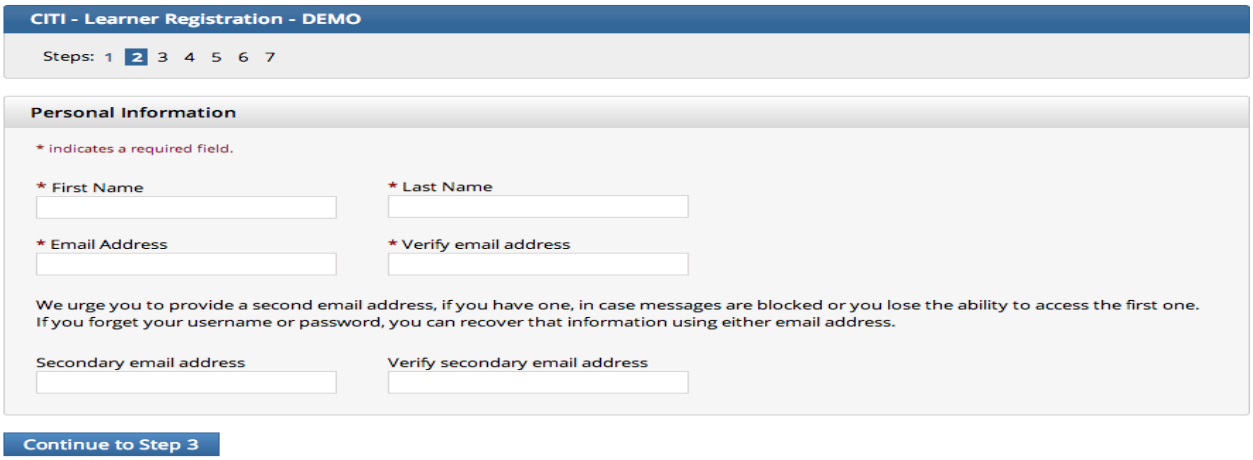
I. Go to www.citiprogram.org/
Click on "New Users Register Here"

II. Complete registration steps 1-7. These steps will collect information to register your account and place you in the correct course based on your institutional settings.

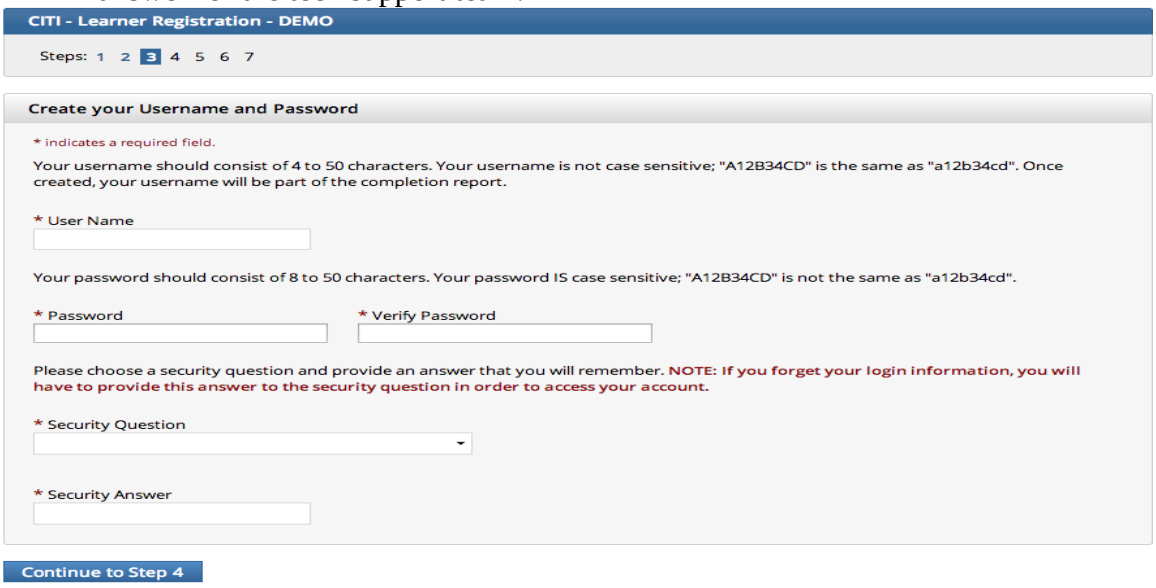
Step 1 - Search for New Mexico State University by entering the full or partial name of in the search box, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below.



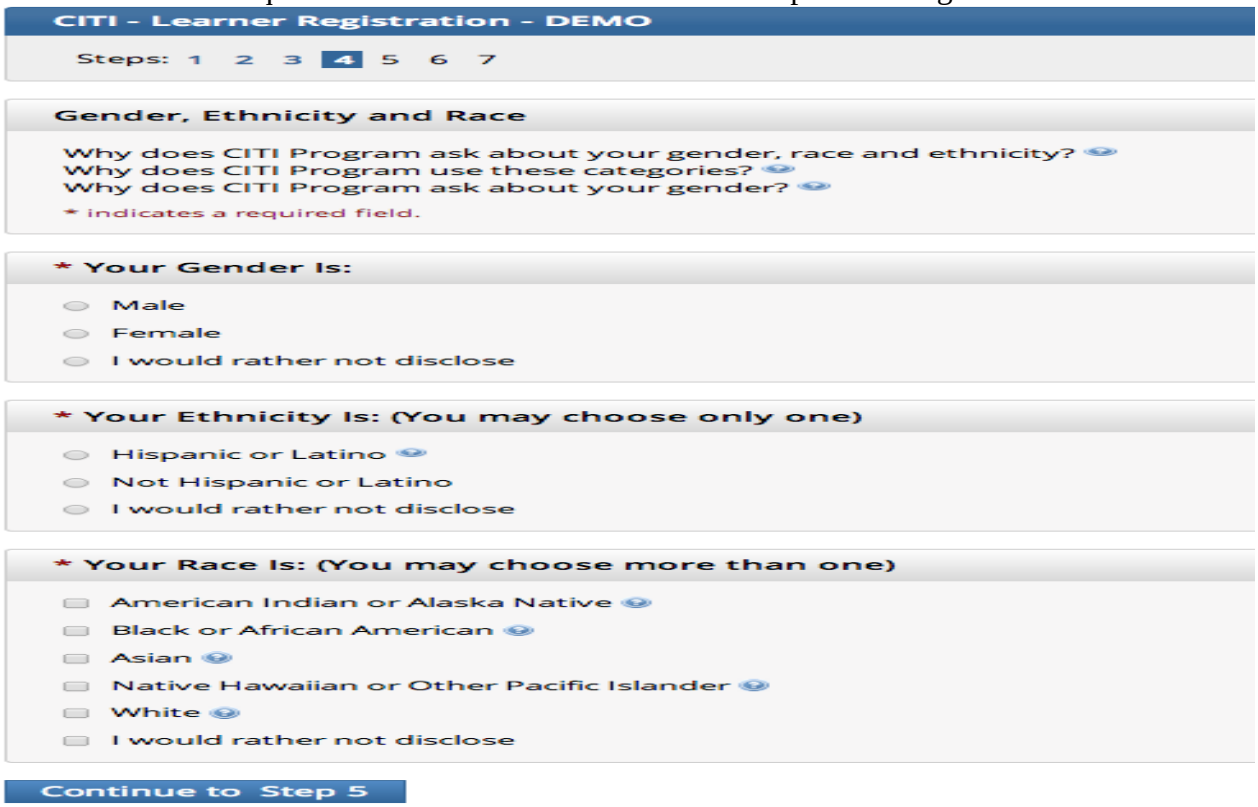
Step 2 - Please enter your name here as you would like it to appear on your completion report received at the end of the course. Ensure you use an email address that you can access so you can complete the registration process by verifying the email.



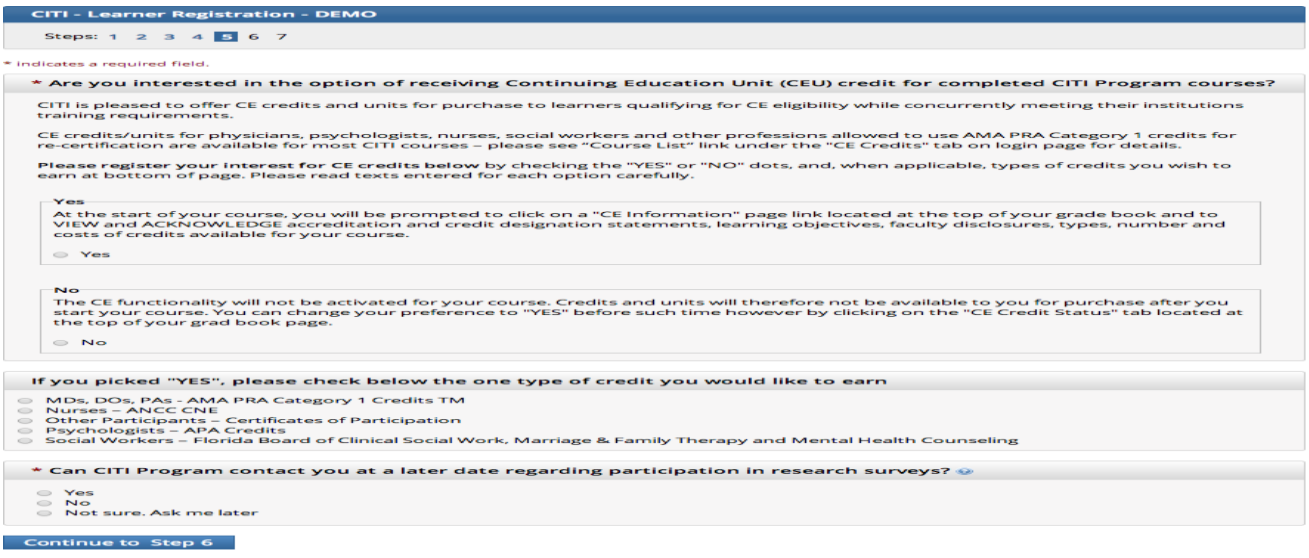
Step 3 - you will chose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive. During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.



Step 4 - collects demographic information. All information provided is voluntary. Use the blue information question marks for more information on specific categories.

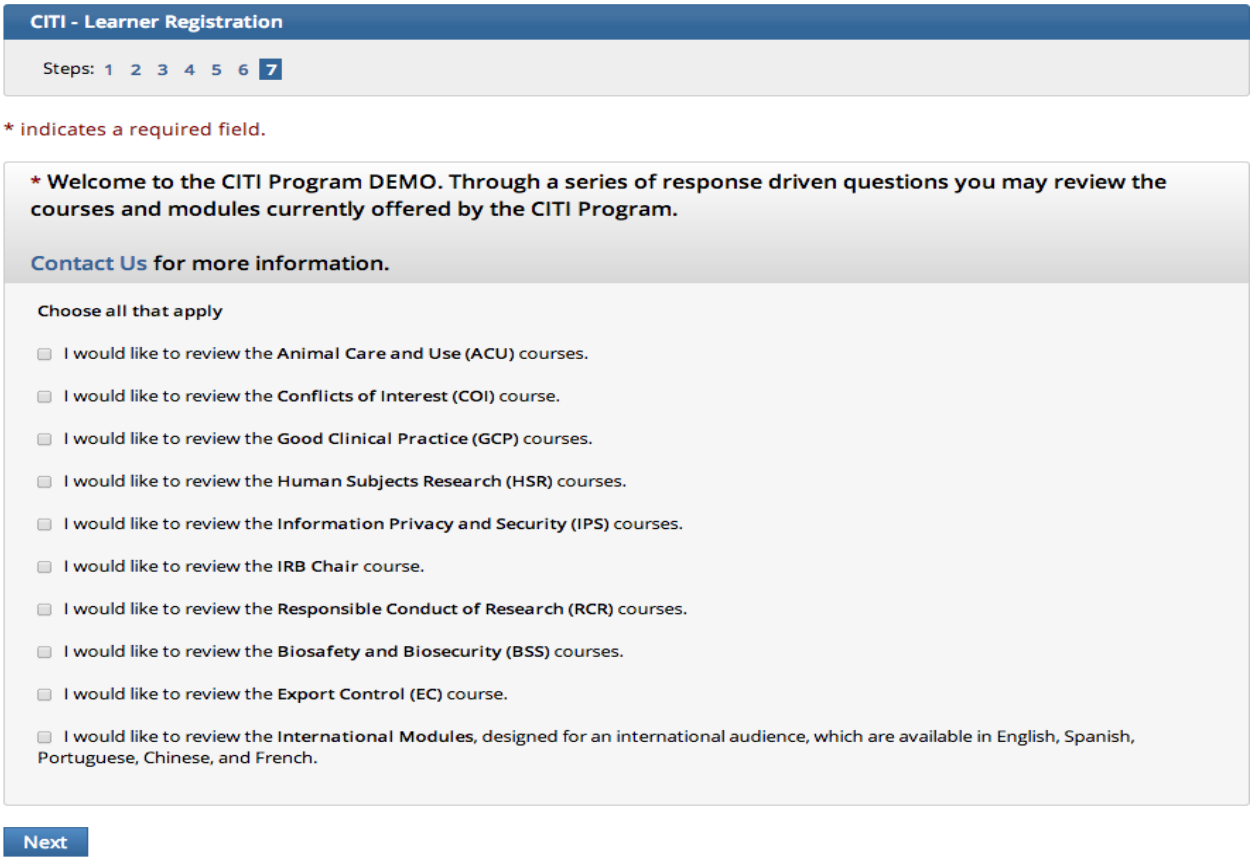


Step 5 - Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during Step 5. For most NMSU personnel check "No". However, those NMSU personnel with joint appointments with government agencies may be interested in the "Yes" option. The costs incurred will be your responsibility if the"Yes" option is chosen.



Step 6 - Each institution determines the fields listed on this page and what information is required or optional. Some institutions request very specific information such as an employee ID number or campus name.

Step 7 - The questions in Step 7 enroll you in CITI Program courses. These questions are set up based on the institutional specific courses. Please read each question carefully to ensure you are enrolled in the correct course. For IACUC training select "I would like to review the Animal Care and Use (ACU) courses". You are welcome to select other course too however completion of the ACU courses is required for IACUC protocol approval.



III. After selecting your courses you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration.

Your learner account registration is complete.

You will now be able to access the Main Menu of your account.

Click on the course name to begin the course. If you need to change your course registration, click on Add a Course or Update Learner Group.

IV. You will then be prompted to choose a course.

Choose – **Lab Animal Research**

V. Click on "**Investigator, Staff and Students**"

This Basic Course includes 14 required modules and 12 optional modules. At least 1 of the optional modules must be completed. Principal investigators may prefer to require their laboratory personnel to complete other optional modules of particular importance to their program.

VII. When a module is completed (test submitted), users can view the Grade Book before moving to the next module.

VIII. When all modules are completed, users can print a "completion report" and attach a copy to IACUC protocols as documentation.