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.

CITI - Learner Registration - DEMO

Steps: 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue to Step 3

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.

CITI - Learner Registration - DEMO

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

Continue to Step 4

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.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Welcome to the CITI Program DEMO. Through a series of response driven questions you may review the courses and modules currently offered by the CITI Program.

Contact Us for more information.

Choose all that apply

☐ I would like to review the **Animal Care and Use (ACU)** courses.

☐ I would like to review the **Conflicts of Interest (COI)** course.

☐ I would like to review the **Good Clinical Practice (GCP)** courses.

☐ I would like to review the **Human Subjects Research (HSR)** courses.

☐ I would like to review the **Information Privacy and Security (IPS)** courses.

☐ I would like to review the **IRB Chair** course.

☐ I would like to review the **Responsible Conduct of Research (RCR)** courses.

☐ I would like to review the **Biosafety and Biosecurity (BSS)** courses.

☐ I would like to review the **Export Control (EC)** course.

☐ I would like to review the **International Modules**, designed for an international audience, which are available in English, Spanish, Portuguese, Chinese, and French.

Next

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.