CITI Program Registration Instructions

Individuals new to the CITI (Collaborative Institutional Training Institute) Program must create an account, associated with UNO, prior to completing the training. (If you have an account with another institution, you can log into CITI and change the affiliation under the "My Profile" menu option.) There are 7 steps to the training. Screenshots for each of steps are provided below.

From the main CITI page (link: https://www.citiprogram.org/), click the *Register* button. NOTE: If you have already taken training through CITI, enter your Username and Password and click Log In or click the "Forgot Username or Password" link. You will then need to add the Responsible Conduct of Research course; there will be a prompt to Add a Course when you log in.

Enter "University of New Orleans" in the field provided. Once you begin to type the name, a list of options will appear and you can select from the list instead of completing the typing. Read the Terms & Conditions and check the box if you accept the terms. When done, click the *Continue to Step 2* button.

Enter the requested information. The first and last name and two of the email address fields are required. You can enter an alternative email address if you desire to. When done, click the *Continue to Step 3* button.

Create a User Name and Password. Select a Security Question from the drop-down list and enter the answer. When done, click the *Continue to Step 4* button.

CITI - Learner Registration - University of New Orleans

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

Enter the country you live in. A list of options will be provided once you start typing. You can either select the appropriate value from the list or continue to type.   When done, click the *Continue to Step 5* button.

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

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Continue to Step 5

Answer the continuing education question appropriately. NOTE: If you are a student, answer "No" to this question. CITI also would like to know whether you will be willing to participate in research surveys; your answer will not affect your ability to complete the training. Answer appropriately. You can change the answer to both questions if you change your mind later. When done, click the *Continue to Step 6* button.

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

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* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start 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 ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

○ No

If you picked "YES", please check below the one type of credit you would like to earn

○ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
○ Psychologists – APA Credits
○ Nurses – ANCC CNE
○ Other Participants – Certificates of Participation
○ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

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* Can CITI Program contact you at a later date regarding participation in research surveys? ⓘ

○ Yes
○ No
○ Not sure. Ask me later

Continue to Step 6

For the next step, answer the required questions. The Department field is not required, but you are requested to enter the department in which you will be working, or your field of study. For the "Role in human subjects research" question select Student Researcher if you are only taking the Responsible Conduct of Research course. When done, click the *Continue to Step 7* button.

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

Please provide the following information requested by University of New Orleans

* indicates a required field.

Language Preference

[▼]

* Institutional email address

[   ]

* Gender

[▼]

* Highest degree

[▼]

Employee Number

[   ]

Department

[   ]

* Role in human subjects research

[▼]

Address Field 1

[   ]

Address Field 2

[   ]

Address Field 3

[   ]

City

[   ]

State

[   ]

Zip/Postal Code

[   ]

Country

[   ]

* Office Phone

[   ]

* Which course do you plan to take?

[▼]

Home Phone

[   ]

Continue to Step 7

If you are only taking the Responsible Conduct of Research, do not check any of the boxes for Question 1; skip to Question 2. Screenshots for this step are below and continue to the next page. For Question 2 (which is on the next page), select "All Individuals". When done, click the *Complete Registration* button.

CITI - Learner Registration - University of New Orleans

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

Select Curriculum

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click here to review the University of New Orleans instructions page.

Question 1

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

> 1. If YES, then you must complete the Basic course and the appropriate species specific modules.

> 2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

> 3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.
☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

☐ If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
☐ Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

Species Specific Modules

☐ I work with Mice. Family: Muridae Cricetidae
☐ I work with Rats. Genus: Rattus
☐ I work with Frogs, Toads or other Amphibians
☐ I work with Hamsters. Family: Muridae
☐ I work with Gerbils
☐ I work with Guinea Pigs
☐ I work with Rabbits, Family: Leporidae
☐ I work with Cats
☐ I work with Dogs
☐ I work with Swine
☐ Wildlife Research
☐ I work with Fish.
☐ I work with Zebrafish. Family: Danio rerio
☐ I work with Non-Human Primates (NHP)
☐ Working With Animals In Biomedical Research - Refresher Course

To complete your registration, click *Finalize registration*.

If you need to make any changes to the registration at any point, log into CITI and then go to "My Profiles" to make any necessary changes.

CITI members with completion records at other institutions:

If you have completed training at another institution, add "*University of New Orleans*" to your affiliated institutions. This will allow you to add the University of New Orleans courses to your profile. If your home institution does not include the same courses as the University of New Orleans, you will be able to complete the additional UNO courses and receive credit for the courses at your prior institution.

In order to receive credit, you will have to add the *University of New Orleans* to an already active account affiliated with another institution.

Add Institutional Affiliation
Register as Independent Learner

In the search field, type in the organization and select your option. Then, you must agree to CITI terms and affirm affiliation with the institution being added. You will be required to submit further information requested by the institution to verify your affiliation.

Affiliate with an Institution

Home › Profiles › Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. ℹ

> Tulane University

☑ I AGREE to the Terms of Service for accessing CITI Program materials.

☑ I affirm that I am an affiliate of Tulane University. ℹ