**Instructions for IACUC CITI Training**

* Go to the ORI IACUC website at <http://integrity.uncg.edu/institutional-animal-care-and-use-committee/>
* Scroll down to the Training heading near the bottom of the page.
* Select the CITI training link. (OLAW is also offered for informational purposes only. It is NOT accepted by the IACUC as a form of training).
* The CITI website will open in a new window (please be sure that popup blockers are disabled, otherwise the window may not open).
* If you do not have a CITI account, please click the “Register here” link to create your account.
* **If you have a CITI account but are not affiliated with UNCG, you will need to affiliate.** Once logged in to CITI, choose “Click here to affiliate with another Institution”. Under the dropdown “Participating Institutions”, select “University of North Carolina at Greensboro”, then select “Next”.
* If you are already registered, login with your credentials. **Please be sure that you enter your UNCG Employee/Student ID number. If you are NOT affiliated with UNCG, please enter 9 zeros as your ID number.**
* Once you are logged in, you will see your UNCG page with your information. Click on the add a course or update your learner groups link.
* Select Lab Animal Welfare since you are dealing with animals.
* Select Working with the IACUC (this module is ALWAYS required).
* If you are doing field/wildlife research, you are now required to take the **NEW** Working with Wildlife module in CITI.
* Select the module for the species of animal(s) that you will be working with. You may make multiple selections if working with multiple animal species.

***Note:*** Also, if you are conducting studies that have the potential to cause “more than momentary pain and distress” in mice or rats, you must take the Minimizing Pain and Distress module. If conducting major surgery on non-rodent species you must take the aseptic surgery module.

* Once you have made your selections, click the next question button.
* You will see your chosen courses listed under “My Courses”. Please click the enter link beside your first module to begin your training session.
* A page will be brought up with the list of modules required for your first course. You must complete the “Integrity Assurance Statement” before beginning each module. Once you begin your work you are free to complete the work at your own pace, with the ability to log off and return again without losing your completed work.