**Instructions for IACUC CITI Training**

1. Go to the ORI IACUC website at <http://integrity.uncg.edu/institutional-animal-care-and-use-committee/>
2. Scroll down to the Training heading near the bottom of the page.
3. 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).
4. The CITI website will open in a new window (please be sure that popup blockers are disabled, otherwise the window may not open).
5. If you are not currently registered in CITI, please click the **“register”** button to create a CITI account. If you need to create a new account, you will be asked a series of questions. Select University of North Carolina at Greensboro as the participating institution and enter all required name/address information. **NOTE**: UNCG now uses Single Sign-On, so you do not need a separate CITI username and password. **If you are already registered, begin with step # 7 below.**
	* **NOTE**: If you are not affiliated with UNCG, please input 9 zeros when asked for your UNCG ID during the CITI registration process
6. **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”.
7. Click "login through my institution", search for University of North Carolina at Greensboro, click on University of North Carolina at Greensboro, and login using your UNCG credentials
8. Once logged in, click the “My Courses Tab”, then “View Courses” next to “University of North Carolina at Greensboro Courses”
9. Once on the courses page, click “Add a Course” at the bottom of the page
10. Once logged in, select Lab Animal Welfare since you are dealing with animals.
11. Select Working with the IACUC (this module is ALWAYS required).
12. If you are doing field/wildlife research, you are required to take the Working with Wildlife module in CITI.
13. 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.
14. Once you have made your selections, click the next question button.
15. You will see your chosen courses listed under “Active Courses”. Please click the enter link beside your first module to begin your training session.
16. 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.