**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 click **“View Courses”** next to “University of North Carolina at Greensboro”
9. Once on the courses page, scroll to the bottom and click **“Add a Course”**
10. On the next screen, select **“Lab Animal Welfare”** since you are dealing with animals. (The COVID Course is optional)
11. Select **“Working with the IACUC” (this module is ALWAYS required)**.
12. 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.
	* **If you are working with mice/rats**, you are also required to complete the **“Reducing Pain and Distress”** course. To sign up, click the box that references “more than momentary pain and distress”.
	* If conducting **major surgery,** you must take the “**aseptic surgery”** module.
	* If you are doing **field/wildlife research**, click **“Wildlife Research”** along with the appropriate courses for the species you are working with, if applicable (i.e.: if you are working with field mice, you should take both the wildlife course and the mouse course).
13. Once you have made your selections, click the “next question” button.
14. Go back to **“View Courses”** and you will see your chosen courses listed under **“Active Courses”**. Click “Start Now” to begin your training session.
15. 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 without losing your completed work.

FREQUENTLY ASKED QUESTIONS (FAQ):

1. **Do all personnel have to take the same CITI training even if they have different procedural responsibilities?**

Personnel are only required to take CITI training for the procedures they are responsible for. (For example, only those who actually conduct a major surgery are required to complete the aseptic course.) This is why it is important to be specific when listing the procedures within the personnel section of your IACUC application. If you would like to update the personnel section of an active protocol, a personnel amendment must be submitted to the IACUC office.

1. **How often is CITI training required?**

CITI training is required every 3 years.

1. **Does the IACUC offer any hands-on/procedure training?**

Yes. Procedure training can be scheduled with Vivarium Manager, Mary Martinez, by calling 336-334-5277.

1. **What if the species I am working with is not listed on CITI?**

Unfortunately, CITI does not offer training for every species. We do our best to accommodate by assigning a course for a similar species (ex: “Zebrafish” course as substitute for Medaka) or by offering our own training.

1. **I’ve followed the instructions but still cannot find the course I need. What do I do?**

Please email ori@uncg.edu with the course you are looking for, the personnel member who needs to complete it, and the protocol number it relates to so that we may further assist you.

1. **How can I be sure that I am signed up for all of the right courses?**

If you are unsure, please contact ori@uncg.edu with any questions. All personnel are required to take: Core Training (Working with the IACUC Course), Species Specific Training (mouse, rat, fish, wildlife), Hands-on/procedural training.