# Instructions for CITI Login and Registration

## North Texas Regional

## Institutional Review Board

UNT Health Science Center

- Go to https://www.citiprogram.org
- Select the link titled "Create an account"

# Step 1

- Type in "University of North Texas Health Science Center" and "Continue to Step 2."

# Step 2

- Enter the required information and "Continue to Step 3."

**CITI PROGRAM** | Collaborative Institutional Training Initiative

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**CITI - Learner Registration - University of North Texas Health Science Center**

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

- Enter the required information and "Continue to Step 4."

# Step 4

- Enter the required information and "Continue to Step 5."

# Step 5

- Enter the required information and "Continue to Step 6."
  NOTE THAT CE CREDITS ARE **NOT** "FREE," and will require payment from you. If you **don't need** CE credits, check "**NO**."

# Step 6

- Complete the above information with your personal information and "Continue to Step 7."

# Step 7

- Select your course(s) and then click on "Complete Registration." You can add another course later at any time.

## Question 4

### Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete "Working with the IACUC 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 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".
☐ Post-Approval Monitoring (PAM)
☐ Aseptic Surgery
☐ Antibody Production
☐ 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.

☐ I work with Mice. Family: Muridae Cricetidae
☐ I work with Frogs, Toads or other Amphibians
☐ I work with Rats. Genus: Rattus
☐ I work with Swine
☐ I work with Dogs
☐ I work with Hamsters. Family: Muridae
☐ I work with Gerbils
☐ I work with Guinea Pigs
☐ I work with Rabbits, Family: Leporidae
☐ I work with Fish
☐ Working With Animals In Biomedical Research - Refresher Course

## * Question 5

### Conflict of Interest (Research)

All UNTHSC personnel, including, but not limited to, administrators, faculty, staff, post-doctoral fellows, students, interns, or residents, whose institutional responsibilities include the *design, conduct, or reporting of research* must complete training regarding Research Conflict of Interest (RCOI). In addition, any non-UNTHSC personnel engaged in research must also complete this training.

Currently, this Conflict of Interest Training is required **once every four years**, and whenever:

- A new Investigator moves to the university
- The university finds that an Investigator is not compliant
- The university revises its RCOI policies or procedures in ways that affect Investigator compliance

The training course is indicated below.

Choose one answer

☐ Yes
☐ No

[ Complete Registration ]

# Step 8

- To take the course: Select "Human Subjects Research."

# Step 9
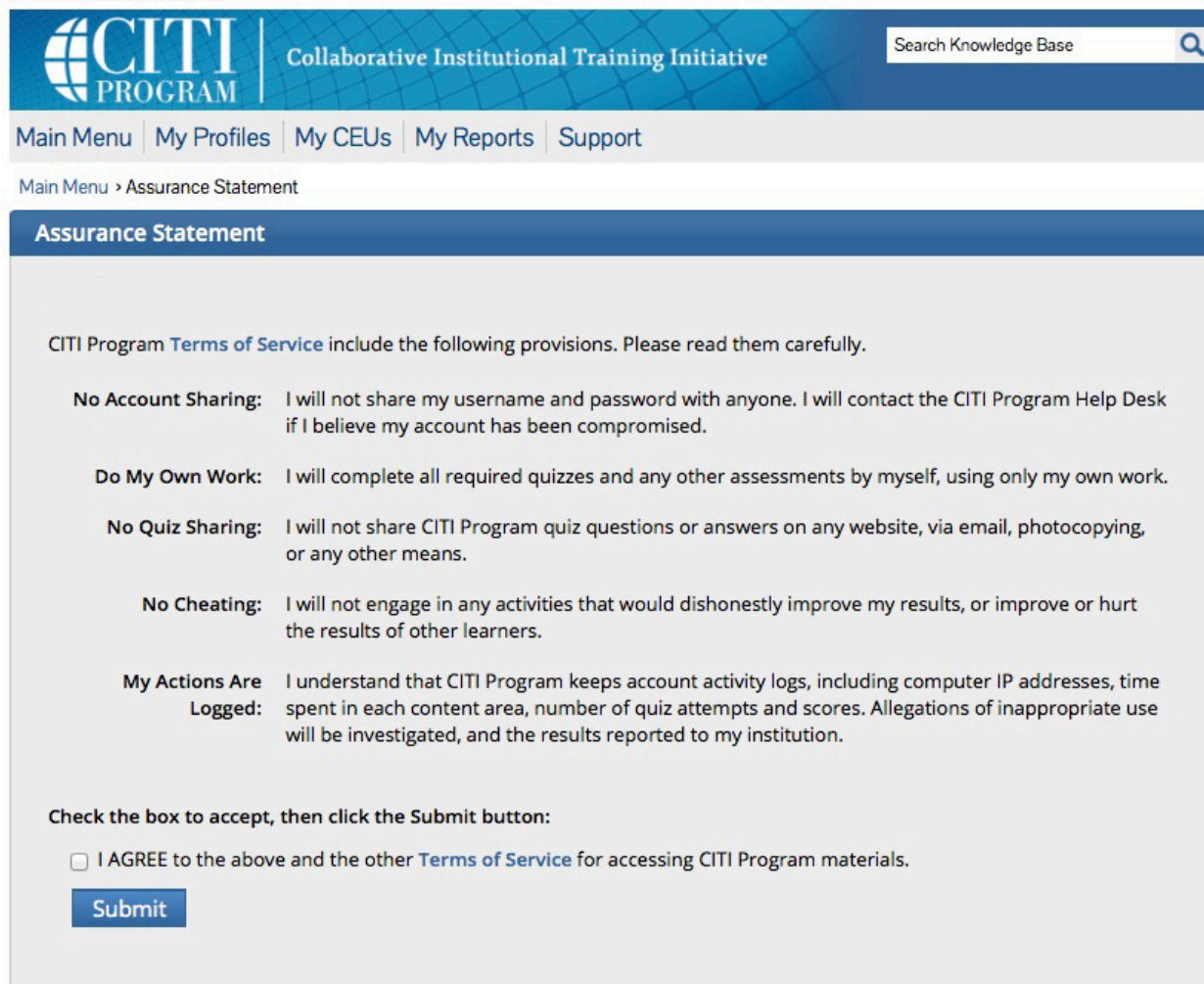
- Click on the link "Complete The Integrity Assurance Statement before beginning the course."

# Step 10

- Read and complete the Integrity Assurance Statement.  Check the box and "Submit".

# Step 11

- Click on the link for each module to complete it. You may complete the training at your own pace. Make sure to remember your username and password so you can log back into CITI.

# Problems?

Please contact the **CITI Help Desk** for assistance with registrations and technical issues.

Phone: 888-529-5929 (U.S. toll free) and choose Option 1
Email: support@citiprogram.org