

## CITI WEBSITE – Instructions for IACUC Animal Use Research Training Requirements

NEW USERS
Visit the CITI homepage: <a href="https://www.citiprogram.org/">https://www.citiprogram.org/</a> . Choose the New Users "Register Here" link.
<b>Page 1: Registration</b>
<ol style="list-style-type: none"> <li>1. Select UH as your affiliated institution in the "Participating Institutions" dropdown menu.</li> <li>2. Create a username and password.</li> <li>3. Provide a security question and answer.</li> <li>4. Enter your name.</li> <li>5. Enter your email address.</li> <li>6-8. Answer questions.</li> </ol>
Click " <b>Submit</b> ".
<b>Page 2: Member Information</b>
Enter the requested information.
Click " <b>Submit</b> ".
<b>Page 3: Curriculum</b>
<ol style="list-style-type: none"> <li>1-4. Select the curriculum appropriate to your research activities.</li> <li>5. Answer "YES".</li> <li>6-7. Choose all that apply to your research.</li> </ol>
Click " <b>Submit</b> ".
<b>Page 4: Confirmation of Institution</b>
Confirm your registration with the University of Houston.
Click " <b>No</b> " to continue.
<b>Page 5: Courses</b>
<p>This page lists the courses that need to be completed according to your selections in the prior pages. Among them, the IACUC requires the following courses:</p> <p><b>REQUIRED FOR ALL ANIMAL USERS</b></p> <ol style="list-style-type: none"> <li>1) <b>Investigator, Staff, and Students Basic Course</b>– (complete all modules)</li> <li>2) <b>A species-specific course</b> (based on species of your research work)</li> <li>3) <b>Refresher course</b> (every three years)</li> </ol> <p><b>For those conducting any surgical procedures: Aseptic Surgery</b>  <b>For those conducting survival surgery in rodents: Minimize Pain and Distress</b></p>
Click " <b>Continue</b> " to begin taking the course module. Complete the modules (including quiz).

REGISTERED MEMBERS
Visit the CITI homepage: <a href="https://www.citiprogram.org/">https://www.citiprogram.org/</a>
Log in with your username and password.
If University of Houston is already listed as your affiliated institution, continue to the Step 1. If not, select "Affiliate with another institution" and change the affiliation.
<b>Step 1: Select "Add a course/update learner groups"</b>
<ol style="list-style-type: none"> <li>1-4 Select the curriculum appropriate to your research activities.</li> <li>5. Answer "YES".</li> <li>6-7. Choose all that apply to your research. The IACUC requires the following courses:</li> </ol>
<p><b>REQUIRED FOR ALL ANIMAL USERS</b></p> <ol style="list-style-type: none"> <li>1) <b>Investigator, Staff, and Students Basic Course</b>– (complete all modules)</li> <li>2) <b>A species-specific course</b> (based on species of your research work)</li> <li>3) <b>Refresher course</b> (every three years)</li> </ol> <p><b>For those conducting any surgical procedures: Aseptic Surgery</b>  <b>For those conducting survival surgery in rodents: Minimize Pain and Distress</b></p>
Click " <b>Continue</b> ".
<b>Step 2: Courses</b>
When you return to your course listings page, you should see the required courses listed.
Click " <b>Continue</b> " to begin taking the course modules. Complete the modules (including quiz).

A score of 80% is required to fulfill the animal use research training requirements. You may print out your certificate for your records. You do not need to send this certificate to the Division of Research as we have access to the transcripts. However, to expedite IACUC Office acknowledgment of the completion, please send an email to [IACUC@central.uh.edu](mailto:IACUC@central.uh.edu) to indicate that the requirement has been completed.