

Adding the "Occ. Health & Safety for Animal Handlers" course to an Existing CITI Account

1. Log in to CITI at www.citiprogram.org
2. Click "View Courses" next to University of Louisville



Welcome, Tegan

[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

7 Courses Completed 0 CE Credits Purchased 10 Months of Membership

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Louisville

View Courses

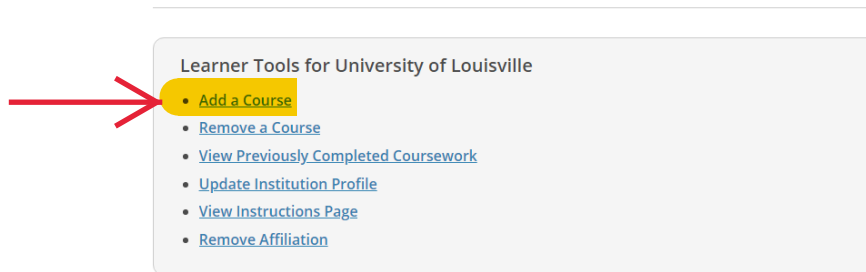
Would you like to affiliate with another Institution?

Add Affiliation

Would you like to remove an existing affiliation?

Remove Affiliation

3. Scroll down to the very bottom of the page. Click "Add a Course" under the Learner Tools for University of Louisville.



Learner Tools for University of Louisville

- Add a Course
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

SUPPORT
888.529.5929
8:30 a.m. - 7:30 p.m. ET
Monday - Friday
[Contact Us](#)

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4. Select "I know what I need to take, just show me the full menu of courses" and click "Next."

LOG IN LOG IN THROUGH MY INSTITUTION REGISTER

CITI - Learner Registration

Steps: 1 2 3 4 5 6 7

* indicates a required field.

* How would you like to register for courses?

Choose one answer

* I know what I need to take, just show me the full menu of courses

Guided Registration

5. Scroll down to "Animal Use – Researchers:" heading and select "Occupational Health and Safety Training for Animal Handlers."

GCP - SBR Advanced Refresher

Device Only

Animal Use - Researchers:

Level I

Occupational Health and Safety Training for Animal Handlers

6. Scroll to the bottom of the page and click "Next."

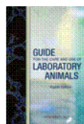
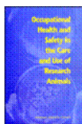
7. You will be redirected to your courses page and the newly added course will be listed under the Courses Ready to Begin. Simply click “Start Now” to begin the course.

Note: You may have other courses listed in this section that were added by other UofL Departments (e.g., “HIPAA Privacy”). Be sure to select the correct *IACUC* course.

The screenshot shows two course cards from the University of Louisville. The top card is for "Occupational Health and Safety Training for Animal Handlers", Stage 1 - Basic Course, with 0 / 1 modules completed. A red arrow points to the course title, and another red arrow points to the "Start Now" button. The bottom card is for "Reducing Pain and Distress in Laboratory Mice and Rats", Stage 1 - Basic Course. Both cards are marked as "Not Eligible" with a CME/CEU icon.

8. When you finish the each module, you will see a link to a quiz. You must pass the quiz (score at least 80%) to complete the course.


NIH Office of Biotechnology Activities. 2013. [NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#) (a.k.a. “NIH Guidelines”).




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University of Louisville, Louisville, KY

The screenshot shows a notification box with an information icon and the text "This module has a quiz." Below the notification are two buttons: "Return to Gradebook" and "Take the Quiz". A red arrow points down to the "Take the Quiz" button.

9. When you finish the quiz, you can scroll to the bottom of the page where you will have the option to “Review Module/Retake Quiz” if you did not pass. You must score at least 80%. Once you’ve successfully passed the quiz, your training records will automatically update in iRIS within 1-2 days. If you need to demonstrate completion of a course faster than that, see the next page of this tutorial.

 You scored 0% on the quiz.

[Return to Gradebook](#)

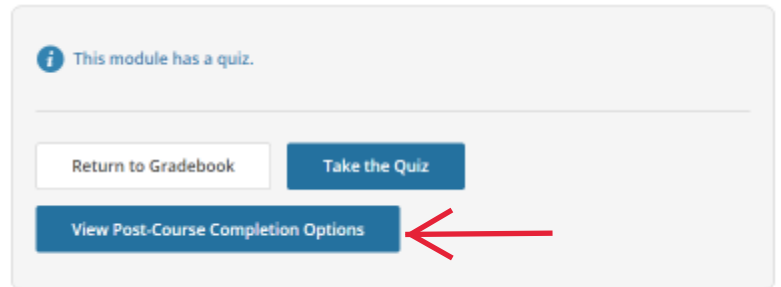
- [Review Module / Retake Quiz](#) 
- [Leave feedback for this Module](#)
- [View Courses](#)

If you do not pass the quiz, this option will appear. You will need to retake the quiz and score at least 80%.

Accessing Course Records

Training records automatically update in iRIS within 1-2 days of course completion. If you need to demonstrate completion of a course faster than that, you can access your records through CITI and email your completion certificate to the IACUC Office.

When you finish the last module in the course, you will have an option to “View Post-Course Completion Options.” Through this link, you can access your records, provide course feedback, and purchase additional courses.



You can also access your records by clicking "Records" at the top of the page. Records is displayed at the top of every page while you are logged in. A list of all of your completed courses will be provided. Click "View-Print-Share" under "Completion Record" for "Working with the IACUC" and/or "Occupational Health and Safety Training for Animal Handlers."

University of Louisville Records (ID 410)

Working with the IACUC (ID 21892)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	28160828	80%	98%	06-Nov-2018	09-Dec-2018	08-Dec-2021	View	View-Print-Share

Essentials for IACUC Members (ID 21893)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	28252429	80%	95%	30-May-2018	09-Dec-2018	08-Dec-2021	View	View-Print-Share

Reducing Pain and Distress in Laboratory Mice and Rats (ID 21894)

Click “Copy Link” under Completion Certificate. Copy the link provided and paste it into an email to iacuc@louisville.edu.

A screenshot of the "Working with the IACUC" completion page. At the top, there is a table with columns: Name, Stage, Completed Date, Expiration Date, and Record ID. The row shows: Tegan Tulloch, 1 - Basic Course, 09-Dec-2018, 08-Dec-2021, 28160828. Below the table, there are two sections: "Completion Report" and "Completion Certificate". Each section has a "View / Print" button and a "Copy Link" button. A red arrow points to the "Copy Link" button in the "Completion Certificate" section.