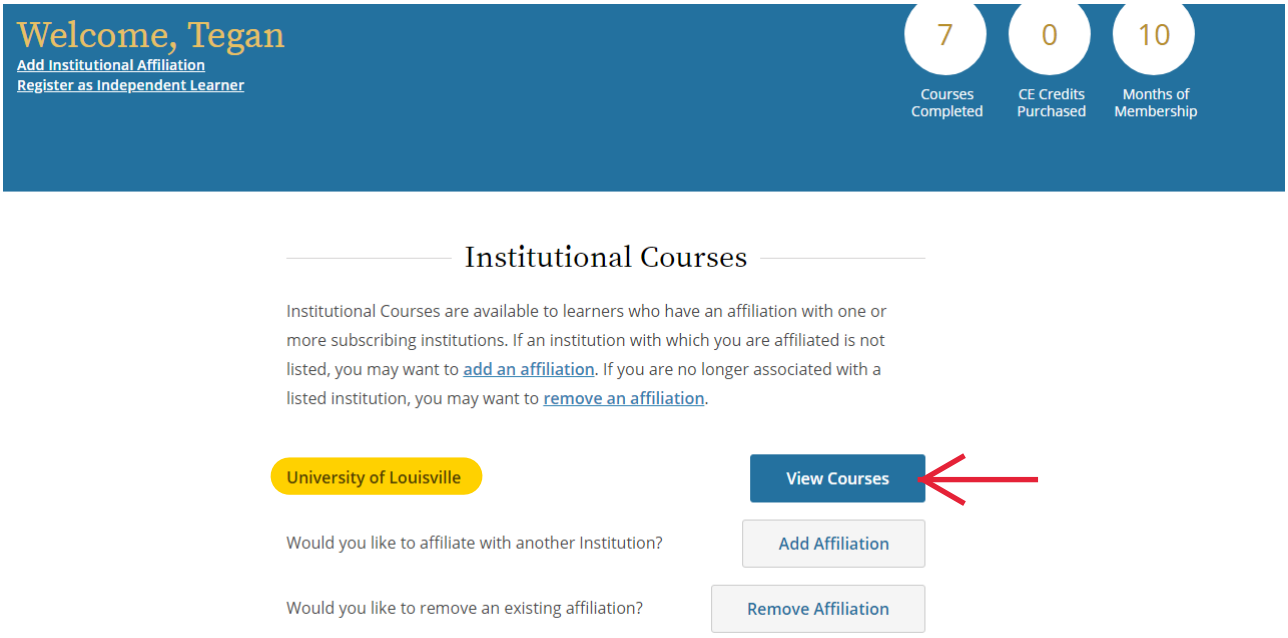
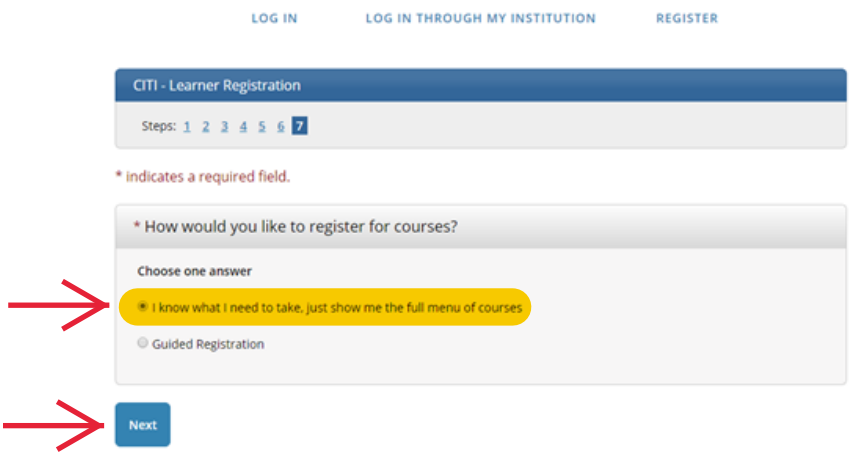
Adding OHSP and Level II Training ("Working with the IACUC") courses to an Existing CITI Account

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

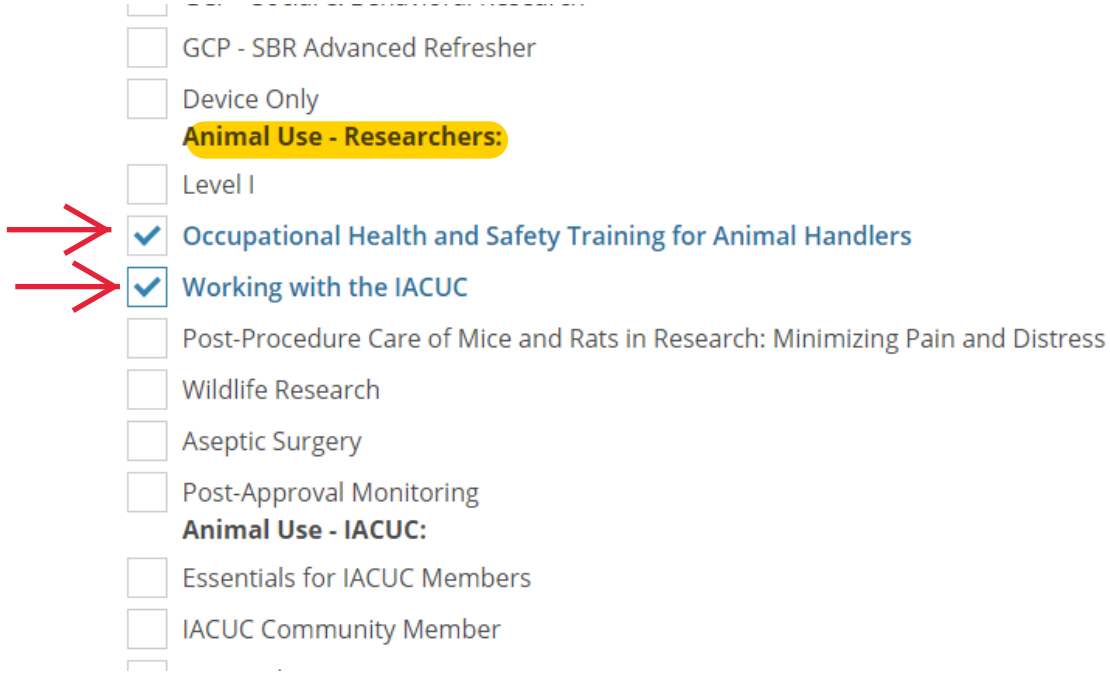


3. Scroll down to the very bottom of the page. Click “Add a Course” under the Learner Tools for University of Louisville.

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



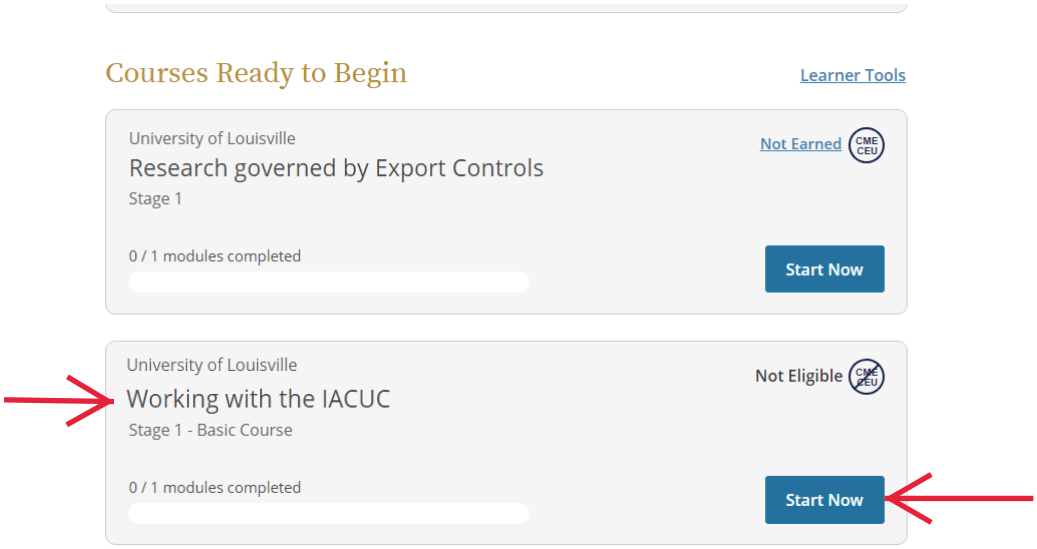
5. Scroll down to “Animal Use – Researchers:” heading and select "Occupational Health and Safety Training for Animal Handlers" and “Working with the IACUC” – this is the Level II Training course.



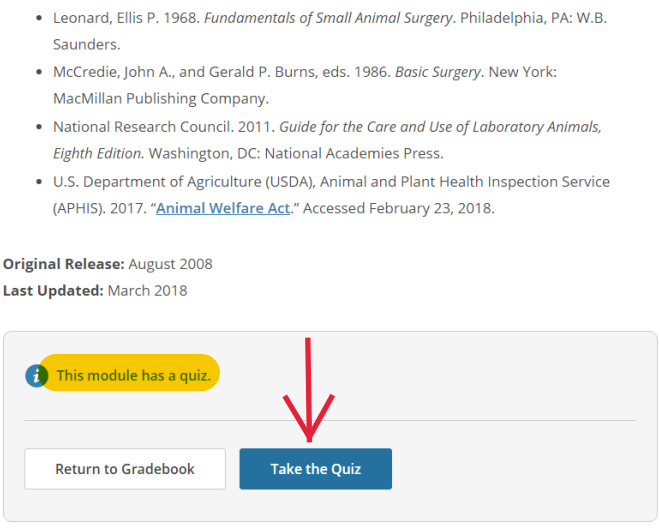
7. Scroll to the bottom of the page and click “Next.”

8. 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**.**

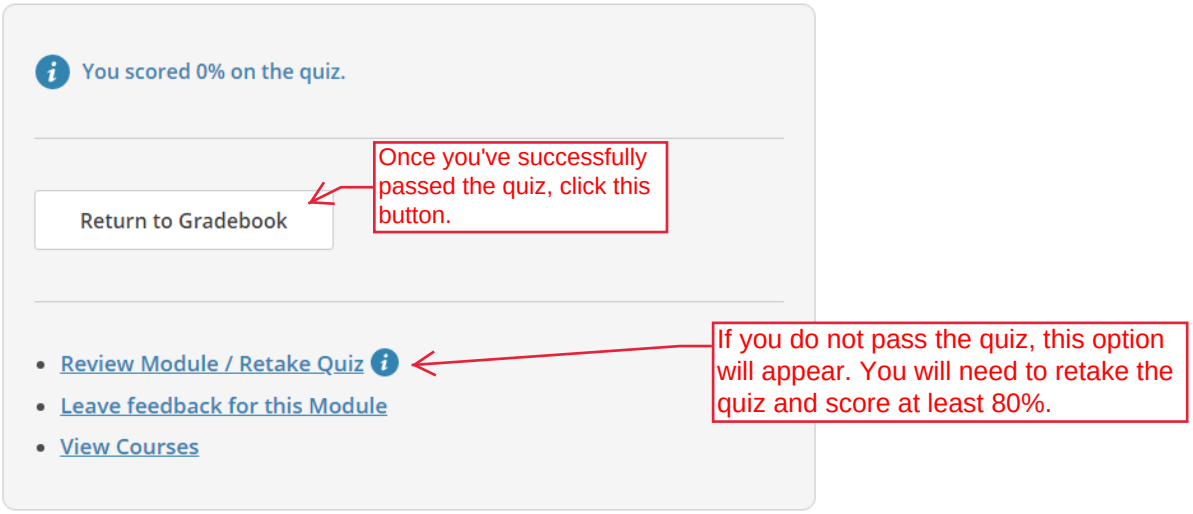
Note: You may have other courses listed in this section that were added by other UofL Departments (e.g., “HIPAA Privacy”). Be sure to select the correct *IACUC* course.



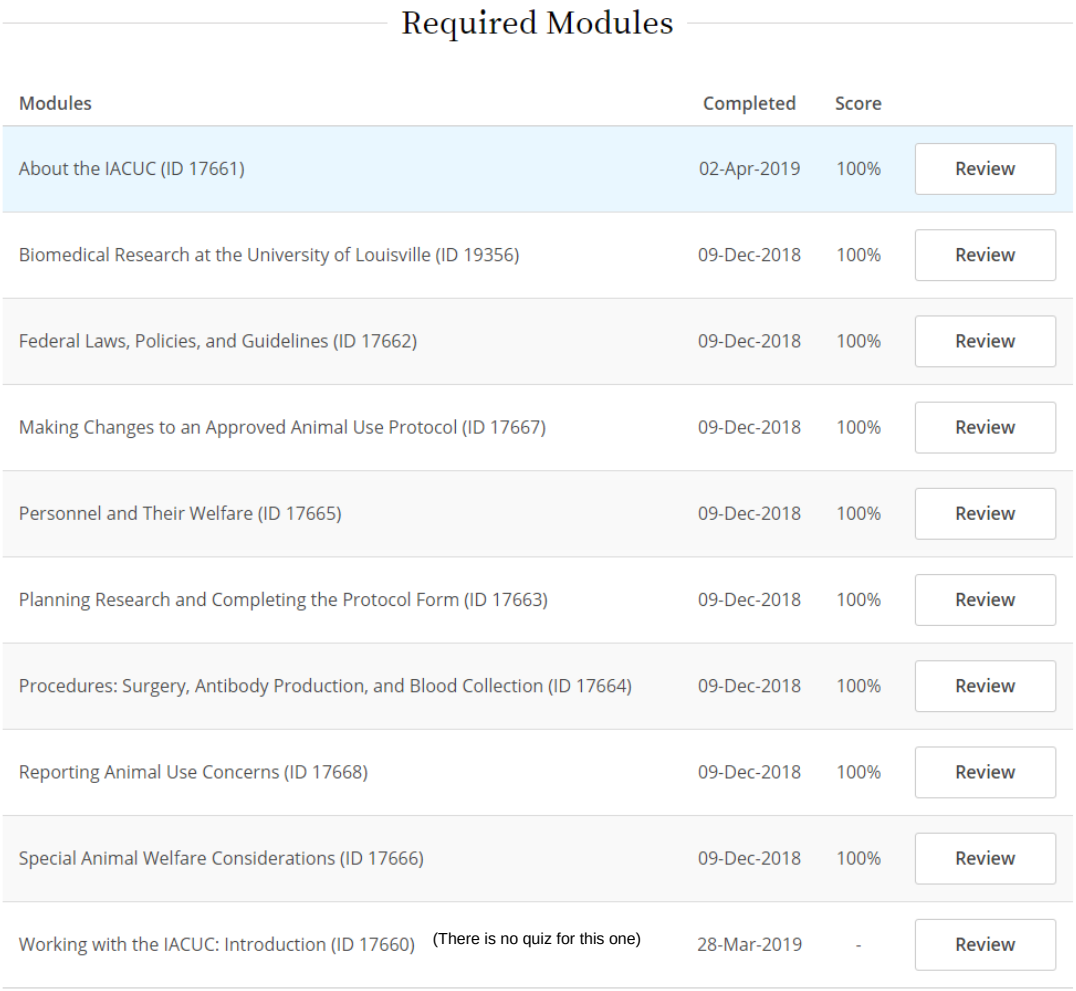
9. When you finish reading each module, you will see a link to a quiz (if there is a quiz for the section) or an option to continue to the next section at the bottom of the page. You will need to take all of the quizzes offered to complete the course.



10. When you finish a quiz, you can scroll to the bottom of the page where you will have the option to “Return to Gradebook” or “Review Module/Retake Quiz” (if you do not score at least 80%). Once you’ve successfully passed the quiz, click “Return to Gradebook.”



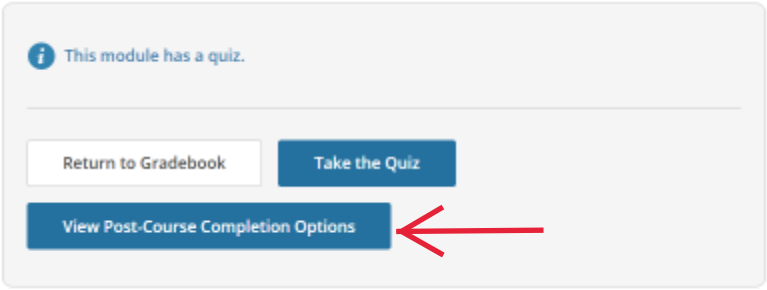
11. The gradebook will show you all of the modules in the course. Ensure that you have completed all of the modules and scored at least 80% for every quiz to complete Level II Training.



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.