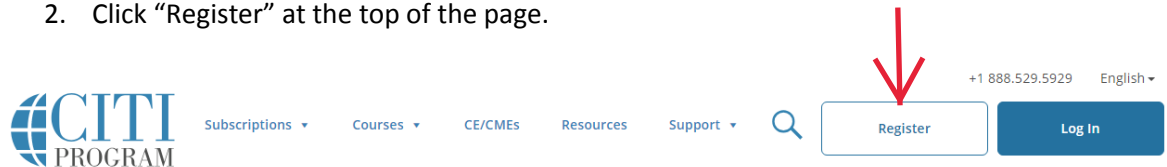**Note: use the USER ID version of your UofL email address when you register** (e.g., t0tull01@louisville.edu), otherwise your training info will not automatically update in your iRIS profile.

Registering for a <u>NEW</u> CITI Account & OHSP and Level II Training ("Working with the IACUC") courses

1. Go to www.citiprogram.org
2. Click "Register" at the top of the page.

3. Enter "University of Louisville" under Select Your Affiliated Organization and click the checkbox to agree to terms of services and affirm you are an affiliate of UofL. Click "Continue" to proceed.

4. Enter your first and last name, as recorded with the university. Under email, enter your UofL email (**UserID**@louisville.edu) as the email address. Note: Use the USER ID version of your email address, otherwise your training will not automatically update in your iRIS profile.

CITI - Learner Registration - University of Louisville

Steps : 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name
Tegan

* Last Name
Tulloch

* Email Address
t0tull01@louisville.edu

* Verify email address
t0tull01@louisville.edu

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.

5. Enter a User Name (we recommend using your UofL ID, so it's easy to remember) and a password for your account. Choose a security question and then continue to step 4.

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name
t0tull01

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password
....

* Verify Password
....

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question
What's your pet's name?

* Security Answer
Fluffy

Continue To Step 4

6. Enter your country of residence to complete step 4. Continue to Step 5.

7. Step 5 will give you the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program Courses. You can sign up for these if you choose. Please note: any fees associated with CME/CEU credits are paid by the individual, not the institution. Can CITI Program contact you at a later date regarding participation in research surveys or with marketing information? Answer yes or no to these based upon personal preference. Continue to Step 6.

8. Step 6 is information requested by UofL. If you have a University of Louisville ID (Employee or Student), please enter it in the Employee Number field. Continue to Step 7.

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

10. 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.

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

12. 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.

13. 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.

- Leonard, Ellis P. 1968. *Fundamentals of Small Animal Surgery*. Philadelphia, PA: W.B. Saunders.
- McCredie, John A., and Gerald P. Burns, eds. 1986. *Basic Surgery*. New York: MacMillan Publishing Company.
- National Research Council. 2011. *Guide for the Care and Use of Laboratory Animals, Eighth Edition*. Washington, DC: National Academies Press.
- U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS). 2017. "Animal Welfare Act." Accessed February 23, 2018.

Original Release: August 2008
Last Updated: March 2018
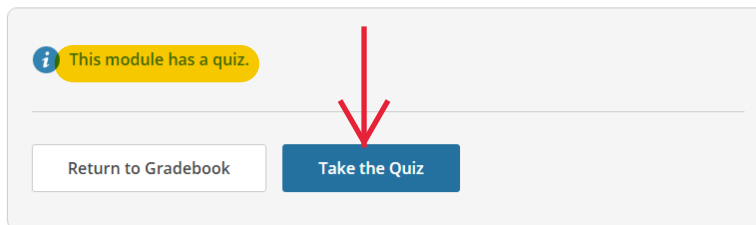
14. When you finish a quiz, you can scroll to the bottom of the page where you will have the option to "Return to Gradebook" or "Review Module/Retake Quiz" (if you do not score at least 80%). Once you've successfully passed the quiz, click "Return to Gradebook."
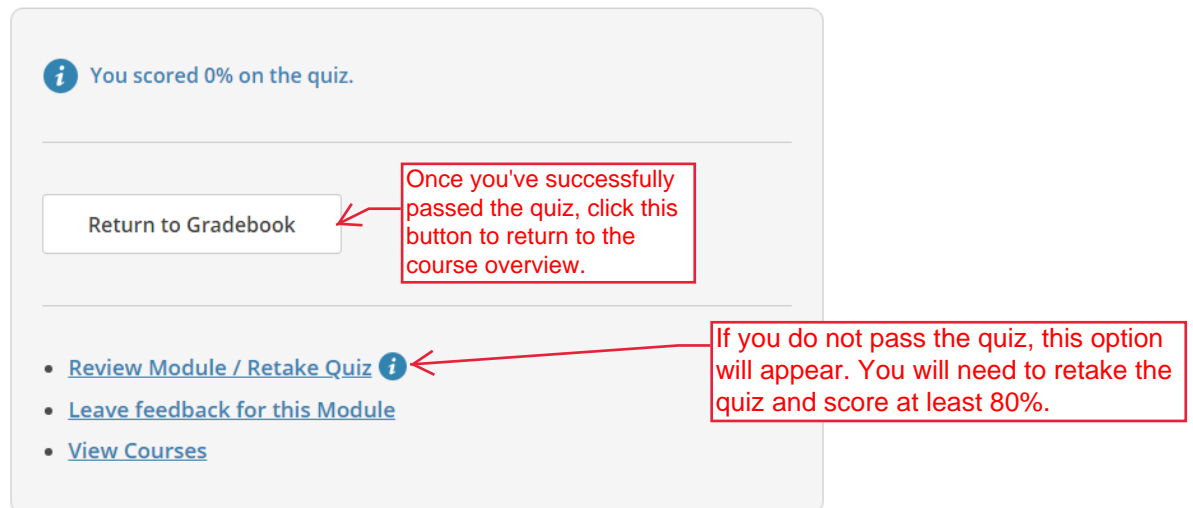
15. The gradebook will show you all of the modules in the course. Ensure that you have completed all of the modules and scored at least 80% for every quiz to complete Level II Training.

Required Modules

Modules	Completed	Score	
About the IACUC (ID 17661)	02-Apr-2019	100%	Review
Biomedical Research at the University of Louisville (ID 19356)	09-Dec-2018	100%	Review
Federal Laws, Policies, and Guidelines (ID 17662)	09-Dec-2018	100%	Review
Making Changes to an Approved Animal Use Protocol (ID 17667)	09-Dec-2018	100%	Review
Personnel and Their Welfare (ID 17665)	09-Dec-2018	100%	Review
Planning Research and Completing the Protocol Form (ID 17663)	09-Dec-2018	100%	Review
Procedures: Surgery, Antibody Production, and Blood Collection (ID 17664)	09-Dec-2018	100%	Review
Reporting Animal Use Concerns (ID 17668)	09-Dec-2018	100%	Review
Special Animal Welfare Considerations (ID 17666)	09-Dec-2018	100%	Review
Working with the IACUC: Introduction (ID 17660) (There is no quiz for this one)	28-Mar-2019	-	Review

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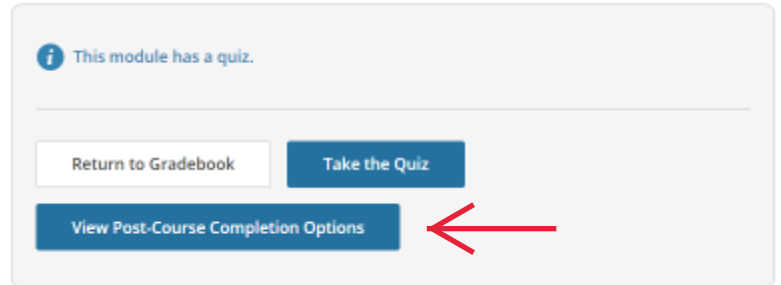
You can also access your records by clicking "Records" at the top of the page. Records is displayed at the top of every page while you are logged in. A list of all of your completed courses will be provided. Click "View-Print-Share" under "Completion Record" for "Working with the IACUC" and/or "Occupational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

Working with the IACUC

Name	Stage	Completion Date	Expiration Date	Record ID
Tegan Tulloch	1 - Basic Course	09-Dec-2018	08-Dec-2021	28160828

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / Print   Copy Link

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print   Copy Link