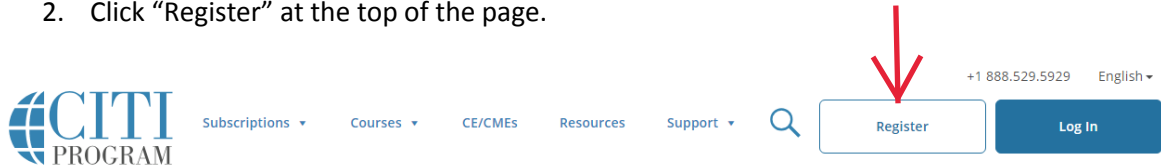


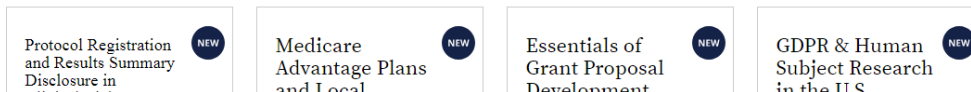
Note: use the USER ID version of your UofL email address when you register (e.g., t0tull01@louisville.edu), otherwise your training info will not automatically update in your iRIS profile.

Registering for a NEW CITI Account the Occ. Health and Safety CITI Course

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



Research Ethics and Compliance Training



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.

[LOG IN](#) [LOG IN THROUGH MY INSTITUTION](#) [REGISTER](#)

CITI - Learner Registration

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

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of Louisville only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of University of Louisville.

[Continue To Create Your CITI Program Username/Password](#)

_____ or _____

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with

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.”

[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

10. 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

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.

University of Louisville

Occupational Health and Safety Training for Animal Handlers

Stage 1 - Basic Course

0 / 1 modules completed


Not Eligible 

[Start Now](#)

University of Louisville

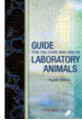
Reducing Pain and Distress in Laboratory Mice and Rats

Stage 1 - Basic Course

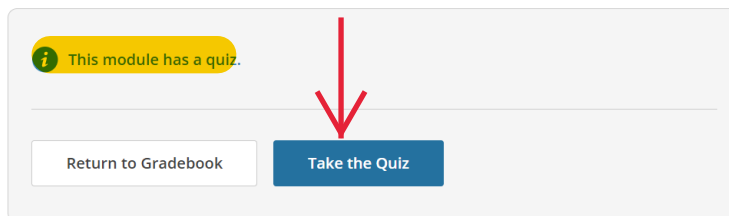
Not Eligible 

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

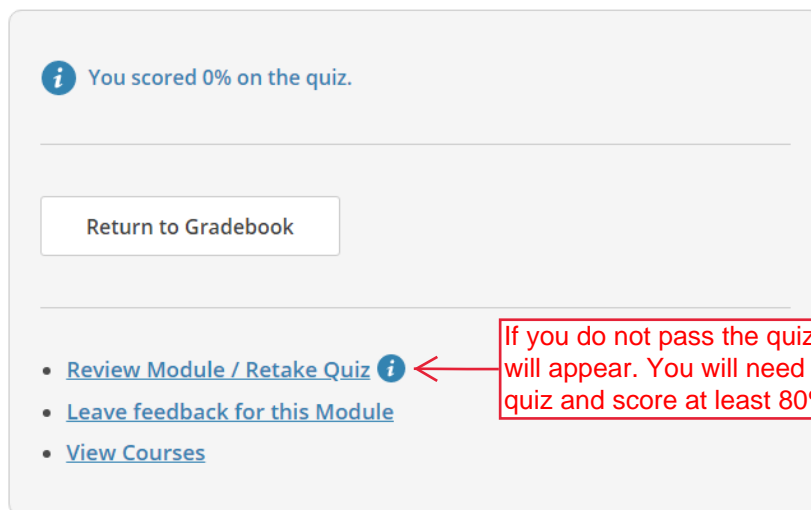
NIH Office of Biotechnology Activities. 2013. [NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#) (a.k.a. "NIH Guidelines").



Produced by:
Department of Environmental Health and Safety,
Office of Research Services, &
Campus Health Services
University of Louisville, Louisville, KY



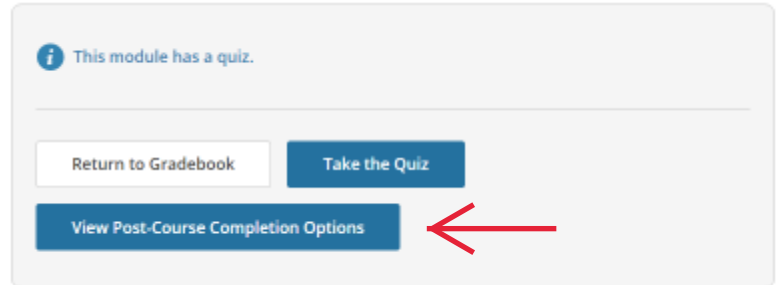
14. When you finish the quiz, you can scroll to the bottom of the page where you will have the option to "Review Module/Retake Quiz" if you did not pass. You must score at least 80%. Once you've successfully passed the quiz, your training records will automatically update in iRIS within 1-2 days. If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



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	Completed 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](#)

