Step-By-Step Instructions for the CITI Program Animal Care and Use Multiple Species Courses

You must take the CITI animal care and use basic course first and every third year, the Refresher Course!

The CITI Login and Registration page at https://www.citiprogram.org/ allows you to:

- When you click on "Register for the Course," you will be presented with a page where you choose the Institution you are associated with.

- Participating Institutions: Morehouse School Of Medicine

- Veterans Affairs: **If it does not apply to you leave it blank**

- Department of Energy: **If it does not apply to you leave it blank**

- HIV/AIDS Network Coordination (HANC): **If it does not apply to you leave it blank**

- Canadian Institutions: **If it does not apply to you leave it blank**

- India Participating Institutions: **If it does not apply to you leave it blank**

- Korea Participating Institutions: **If it does not apply to you leave it blank**

- When creating your personalized log in, chose a username and password that is easy for you to remember.

- Create your own Security Question and Answer

- Enter your name

- Enter your email address

- Verify Email Address

- CME/CEU credits (required): Answer (No) **If it does not apply to you**

- Professional Certification - IRB and IACUC. : Answer (No, I am not interested at any price.) **If it does not apply to you**

- Course Survey (required): Either click yes or no

- After you create your login information and click submit, you will be taken to a page that requests your contact information.

- If you are not an MSM staff, faculty or student, you can still register with MSM as the associated institution.

- Then Press Submit

- Select Curriculum - Morehouse School of Medicine

  Questions:
  1. Human Subject Research
     - Select the group appropriate to your research activities.
       - Choose 'Not Applicable' if you only conduct animal research.
  2. Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.
     - Choose 'I have not previously completed an approved basic course' if you only conduct animal research.

3. Responsible Conduct of Research
   - Please make your selection below to receive the course in the Responsible Conduct of Research.
     - Choose 'Not at this time, thank you'.
4. If you want to take Good Clinical Practice (GCP) please make your selection below.
   - Choose all that apply.
5. Do you conduct studies that use Lab animals?
   a. If YES, then you must complete the Basic course, Working with the IACUC, and the appropriate species specific modules.
   b. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
   c. Choose the appropriate species specific electives according to your research interests.

- Then Press submit
- Good LUCK ☺

When you click on **<u>Basic CITI Animal Care Course</u>**, you will go to the Grade Book. After you have completed and passed the Modules, the grade book page changes to a new screen advising that you have successfully completed the Modules for your Learner Group. You will be provided a link allowing you to print a completion report.

Depending on the nature of your research and the population in your protocol, the modules you will be required to complete will change. The CLAR can assist you in determining which of these modules are required. For assistance, please email: CLAR@msm.edu

A copy of the completion report will automatically be sent to the MSM CLAR Director. It is recommended that you print out your own certificates for your records.