CITI Instructions for First Time Users

CITI Program New Learner Account Registration

Go to www.citiprogram.org and click on the "Register" button located at the top right of the page.

The next steps are numbered 1-7. These steps will collect information to register your account and place you in the correct course.

Step 1 Choose "University of Tennessee at Chattanooga, The," agree to the "Terms of Service," and affirm that you are a UTC affiliate. After selecting your institution, click "Continue to Step 2".

Step 2 requests that you enter your first and last name along with your email address. Please enter your name here as you would like it to appear on your completion report received at the end of the course.

Ensure that you use an email address that you can access so you can complete the registration process by verifying the email.

At **Step 3** you will choose a username and password for your account. Please follow the on screen instructions for the expected parameters of each field. Passwords are case sensitive.

During this step you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password. Please select a question that is applicable to you and you can comfortably answer for the tech support team.

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

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

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 mother's maiden name?   ▼

* Security Answer

Continue to Step 4

Step 4 requests your Country of Residence asks if you want to be contacted about other CITI courses and services.

CITI - Learner Registration - University of Tennessee at Chattanooga, The

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

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⊕

○ Yes
○ No

Continue To Step 5

Professionals seeking credit for CITI Program courses can make their selection for Continuing Education credits during **Step 5**.

* indicates a required field.

* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

○ No

If you picked "YES", please check below the one type of credit you would like to earn

○ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
○ Psychologists – APA Credits
○ Nurses – ANCC CNE
○ Other Participants – Certificates of Participation
○ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

Continue To Step 6

This step is where you can also let CITI know your interest in participating in research surveys at a later date.

Step 6 requests additional information regarding your UTC email address, Department, and Role in research. The rest of the fields are optional.

Please provide the following information requested by University of Tennessee at Chattanooga, The

* indicates a required field.

Language Preference

[▾]

* Institutional Email Address

If available, please use an email address issued by University of Tennessee at Chattanooga, The, rather than a personal one like @gmail, @hotmail, etc. This will help University of Tennessee at Chattanooga, The officials identify your learning records in reports.

[Enter a valid Institutional Email Address.   ]

* Verify Institutional Email Address

[Re-enter Institutional Email Address.   ]

Gender

[▾]

Highest Degree

[▾]

Employee Number

[   ]

* Department

[   ]

* Role In Research

[▾]

The questions in **Step 7** enroll you in CITI Program courses.

Enrolling in Animal Care and Use Courses

1. **Scroll down the "Select Curriculum" web page to Question #7. Answering questions # 1-6 are optional and will enroll you in additional courses.**

2. On Question #7 of the "Select Curriculum" page, select the courses that you wish to take.

Question 7

Animal Care and Use

Please select the Animal Care and Use course(s) most appropriate to your research activities.

Choose all that apply

☐ Working with the IACUC - BASIC ←

☐ Essentials for IACUC Members - BASIC

☐ IACUC Community Member

☐ Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress

☐ Wildlife Research

☐ Working with Amphibians in Research Settings

☐ Working With Fish in Research Settings

☐ Working with Mice in Research Settings

☐ Working with the IACUC - REFRESHER (Only to be completed following completion of Working with the IACUC - BASIC course.)

☐ IACUC Member Case Studies- REFRESHER (Only to be completed following completion of Essentials for IACUC Members - Basic course.)

3. **Questions #9-10 are optional and may be skipped. Answering these questions will enroll you in additional courses. Question #11 is a required question that asks if you want to access the COVID-19 training course.**

COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing

I wish to access the course *COVID-19: Back to Campus (2020-2021)* and acknowledge that I have read and understood the statement below:

This course's materials were developed or reviewed by medical, research, and environmental health and safety professionals in coordination with the Association of American Medical Colleges (AAMC) in an effort to help researchers, students, and administrative staff, manage the risks associated with COVID-19 as they return to campus. Some of these materials may be based on resources and guidance documents produced by the U.S. Centers for Disease Control and Prevention, the U.S. Department of Labor's Occupational Health and Safety Administration, and the National Institutes of Health. The materials are presented by the CITI Program for dissemination of information to members of the AAMC as well as other institutions. Please note, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. As such, this information must be understood as a tool for addressing workplace hazards but not a comprehensive solution. As researchers learn more about COVID-19, professional recommendations and legal requirements may change, and we urge you to keep apprised of such developments. In addition, individuals must always adhere to state and local regulations as well as institutional policy. Lastly, the information presented here is not intended to provide medical advice. You should seek appropriate medical treatment or call 911 (or applicable emergency service in your area) if it is an emergency.

NOTE: Access to this course will terminate on 1 March 2021.

COVID-19: Back to Campus access includes access to the Remote Contact Tracing course.

Choose one answer

○ Yes

○ No

4. Select "Complete Registration" at the bottom of the questionnaire.

Complete Registration

5. After selecting your courses you are given the opportunity to enroll with another institution if needed. If your registration is complete, click on Finalize Registration. You will now be able to access the Main Menu of your account.

6. You should see the course(s) selected listed in your Course List.

7. Begin a course by clicking on the course name. You will be presented with a list of modules, with a short quiz following each module. All required modules within a course will need to be completed in order to earn a completion certificate. Course progress is automatically saved if you log out of CITI, so you may complete a course at your convenience. A quiz score average of 80% must be maintained to earn the Completion Certificate. Quizzes may be retaken as many times as necessary.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COMPLETION REPORT - PART 1 OF 2
COURSEWORK REQUIREMENTS*

* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** Alexa N█████████
- **Institution Affiliation:** University of Tennessee at Chattanooga, The (ID: 835)
- **Institution Email:** alexa-r█████████
- **Institution Unit:** Office of Research Integrity

- **Curriculum Group:** Working with the IACUC
- **Course Learner Group:** Investigators, Staff and Students
- **Stage:** Stage 1 - Lab Animal Research
- **Description:** The CITI Basic Course in Laboratory Animal Welfare for Investigators, Staff and Students.

- **Record ID:** 21666900
- **Completion Date:** 03-Jan-2017
- **Expiration Date:** 03-Jan-2020
- **Minimum Passing:** 80
- **Reported Score*:** 99

Will show the date when each module is completed.

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Introduction to Working with the IACUC (ID: 1807)	03-Jan-2017	No Quiz
Working with the IACUC (ID: 1808)	03-Jan-2017	3/3 (100%)
Federal Mandates (ID: 1809)	03-Jan-2017	5/5 (100%)
The Veterinary Consultation (ID: 1810)	03-Jan-2017	1/1 (100%)
Getting Started (ID: 1811)	03-Jan-2017	4/5 (80%)
Alternatives (ID: 1812)	03-Jan-2017	8/8 (100%)
Avoiding Unnecessary Duplication (ID: 1813)	03-Jan-2017	1/1 (100%)
USDA Pain/Distress Categories (ID: 1814)	03-Jan-2017	8/8 (100%)
Endpoint Criteria (ID: 1815)	03-Jan-2017	2/2 (100%)
Surgery (ID: 1816)	03-Jan-2017	11/11 (100%)
Antibody Production (ID: 1817)	03-Jan-2017	No Quiz

8. Once all required modules are completed, you will be prompted to save or print your Completion Certificate. Please save a copy of this certificate for your own records and notify the IACUC Office of completion.

9. Animal Care and Use (ACU) Certificates are current for 3 years, after which they will expire. You must maintain ACU certification for the length of your IACUC project. You may renew your ACU Certificate by completing a CITI Refresher course or by retaking the original course.

If you have questions about the CITI website, please visit the CITI Learner Support webpage or contact the UTC Office of Research Integrity at (423) 425-5867.