

# CITI – Collaborative Institutional Training Initiative

## Research Personnel

Step 1: Go to the CITI website at: <https://www.citiprograms.org/>

Step 2: Select the New Users [Register Here](#) link

Step 3: Access the participating institutions scroll bar and select San Jose State University

Step 4: Complete sections 2 – 5 of the user information

Section 2: Create Username and Password

Section 3: Create Security Question and Answer

Section 4: Enter Name

Section 5: Enter E-mail Address

Step 5: CME/CEU credit is not necessary

Step 6: Once you submit your user information you will receive a confirmation e-mail from CITI with your username, password, and member ID #. Please record this information for future reference to access CITI.

Step 7: Select Curriculum – to do this scroll down to Question 4 “Laboratory Animal Welfare”

Select the following courses:

“Working with the IACUC Course”

Select a species specific course that is appropriate for your research

For example: “I work with Mice. Family: Muridae Cricetidae”

If you answer “yes” to the following question “If you plan to conduct studies that have the potential to cause “more than momentary pain and distress” in Mice or Rats you should complete the module on “Minimizing Pain and Distress” then select this course.

Select Continue

Step 8: Main Menu

The courses you have selected are now in your Main Menu under the heading “My Courses”

Note: The course referred to as “Working with the IACUC Course” on the previous page is titled “Investigators, Staff and Students, Basic Course” in your course listing. One of

the 26 modules associated with this course is titled "Working with the IACUC". You do need to complete ALL 26 modules, not just the one titled "Working with the IACUC."

Note: The course referred to as "Minimizing Pain and Distress" on the previous page is titled "Reducing Pain and Distress in Laboratory Mice and Rats, Basic Course" in your course listing.

Each course is composed of multiple modules that can be accessed once you read and respond to the Integrity Assurance Statement. All modules do not have to be completed in one setting but the order of the modules does matter. You will not be able to move on to some modules until you have completed the previous module. Your quiz scores will be saved within the system and you can return to the course at any time using your CITI username and ID #.

#### Step 9: Completion of Courses

Once courses have been complete, notify the Animal Care department by email and print the report associated with each completed course to retain for your training records.