Log-In Instructions for Citiprogram

For New Researchers:

1. Go to the external-based website www.citiprogram.org
2. Click on “Register” to create a new account.
3. On Step 1, Select “University of California, Santa Barbara” from the drop down list of Participating Institutions and then continue onto Step 2.

   From the drop down menu, select “University of California, Santa Barbara,” and then continue to Step 2.

4. On Step 2, enter your name, UCSB email address and a secondary email address.

   Be sure to use your UCSB email address.

   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.

   Secondary email address

   Verify secondary email address
5. On Step 3, your username should be a combination of your first and last name (for example, johnsmith or jsmith). Enter a password and respond to the security question.

6. On Step 4, enter “USA”.

- Enter in “USA” and select “United States” from the drop down menu.
7. On Step 5, choose if you want to receive Continuing Education Units for completing these courses. This is usually marked "No".

CITI - Learner Registration - University of California, Santa Barbara

Steps: 1 2 3 4 5 6 7

* 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

Select an option in receiving Continuing Education Units for these courses. This is usually marked "No."

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
8. On Step 6, fill in all fields.
   - If no employee number, use your perm number.
   - Under “Role in Human Subjects Research,” select the most closely related role. Just ignore the “Human Subjects” part. For example, if you are an undergraduate working in a laboratory, select “Student Researcher-Undergraduate”.
   - Under “Which Course Do you Plan to Take,” select “Laboratory Animal Welfare”.

CITI - Learner Registration - University of California, Santa Barbara

Please provide the following information requested by University of California, Santa Barbara

* Indicates a required field.
Language Preference

* Institutional email address

* Gender

* Highest degree

Employee Number

Department

* Role in human subjects research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

* Which course do you plan to take?

Home Phone

Continue to Step 7
9. Review the Training Checklist for Animal Researchers for your specific training requirements before continuing onto Step 7.

10. On Step 7:
   - Question 1: Skip
   - Question 2: Select “No”
   - Question 3: Select “Working with the IACUC” and any other coursework that must be completed (Refer to Training Checklist)
Choose the appropriate species specific electives depending on your work or interests.

- 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".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on aseptic surgery is a must.
- I work with Mice, Family: Muridae, Cricetidae
- I work with Frogs, Toads or other Amphibians
- I work with Rats, Genus: Rattus
- I work with Snakes
- I work with Dogs
- I work with Hamsters, Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Non-Human Primates (NHP)
- Working with Fish In Research Settings
- Wildlife Research
- Working With Animals in Biomedical Research - Refresher Course
- Working with Reptiles in Research Settings
- Institutional Official: Animal Care and Use Course.

- Question 4: Select “Not at this time”

**Question 4**

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer:

- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

- Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

- Research with data or laboratory specimens - ONLY: No direct contact with human subjects.

- IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members.

- IRB Chair
- Not at this time.

- Question 5: Select “Not at this time”

**Question 5**

Please select the Good Clinical Practice course that you will like to review.

Choose all that apply:

- Group 1: Faculty
- Group 2: Administrators
- Not at this time, thank you.

Select “Not at this time”
11. Click on “Complete Registration” and then “Finalize Registration” to complete the registration process.
   - If you do not see the appropriate courses you are registered for on the Main Menu page, click on “Add a Course or Update Learner Groups” at the bottom of the page, then on the following page, under Question 3, select the course(s) you need to complete.

12. Basic training certification (i.e. “Working with the IACUC” for Investigators, Staff or Students”) is valid for a three year period.

To Affiliate Your Curriculum with UCSB for Course Credits:

1. Go to the external-based website www.citiprogram.org
2. If you have previously completed course work through Citiprogram while at another University, you may be able to transfer your completed courses to UCSB.
3. Log-on as a registered user.
4. Once you are on the Main Menu page, click on the “Affiliate with another Institution” link.
5. Select “University of California, Santa Barbara” from the drop down list of Participating Institutions.

6. Once you have completed your affiliation with UCSB on the Citiprogram website, email the IACUC Coordinator at iacuc@lifesci.ucsb.edu with your name, PI, and the protocol numbers you will be working on.

7. The IACUC Coordinator must verify that you have completed all the Researcher Training Checklist prior to adding you to the PI's protocol.