Log-In Instructions for Citiprogram

For Continuing Researchers Needing to Complete the Mandatory Refresher Training:

1. Go to the external-based website www.citiprogram.org
2. Login with your previous user name and password.
3. Select the link “Add a Course or Update Learner Group” on the Main Menu page.

4. Select the “Working with Animals in Biomedical Research-Refresher Course” box towards the bottom of the page to add the course to your curriculum and click on “Complete Update”. 
5. Complete the training module to become recertified to work with animals for another three year period. A completion report will automatically be sent to the IACUC Office.

*** Please note that the “Refresher Course” is the only course that needs to be completed, even though some of the other courses that you had previously completed may be listed as expired or not started. ***

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.