CITIprogram Log-In Instructions

For New Researchers:

1. Go to the external-based website www.citiprogram.org
2. Click on the “Register” button to create a new account. Then select “Log In Through My Organization”.

3. On Step 1, select “University of California, Santa Barbara (SSO)” from Participating Institutions.

4. On Step 2, log in with your UCSB Net ID and password.
5. On the Member Information Page, for “Role in Human Subjects”, choose the field that most closely relates to your research status (disregard the Human Subjects part).
   - For example, if you are an undergraduate working in a laboratory, select “Student Researcher-Undergraduate.”
   - For “Which Course Do You Plan to Take” select “Laboratory Animal Welfare”.
6. Review the Animal Researcher Training Checklist for your specific training requirements before continuing onto #7.
7. Skip Question 1

8. Question 2 select “no”

9. Question 3: Select “Working with the IACUC” and any other coursework that must be completed.
10. **Question 4:** Select “Not at this time.”

![Image of a question and answer selection for Human Subjects Research]

11. **Question 5:** Select “Not at this time, thank you.”

![Image of a question and answer selection for Good Clinical Practice courses]

12. Click on “Complete Registration” and then “Finalize Registration” to finish the registration process.

13. To view all course added to your curriculum, click the ‘My Courses’ heading. Then click the ‘View Courses’ button under the Institutional Courses section.

![Image of the Institutional Courses section]

***Basic training certification (i.e., “Working with the IACUC” for Investigators, Staff or Students”) is valid for a three year period. You will be notified when you are due for refresher training.***
To Affiliate Your Citiprogram Curriculum with UCSB:

1. Go to the external-based website www.citiprogram.org
2. If you have previously completed course work through Citiprogram while at another institution, you may be able to transfer your completed courses to UCSB.
3. Logon using your username and password from your previous institution.
4. Then click on the “Add Affiliation” link in the Institutional Courses section.

5. Type “University of California, Santa Barbara” into the field, agree to the Terms of Service, and affirm that you are affiliated with UCSB. Click the ‘Continue’ button.

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.