

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”.

The screenshot shows the CITI Program website header with the logo and a language dropdown set to 'English'. Below the header are three navigation links: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. The 'REGISTER' link is underlined and has a pink arrow pointing to it. The 'LOG IN THROUGH MY ORGANIZATION' link has a red arrow pointing to it. Below the navigation is a 'CITI - Learner Registration' section with a progress indicator showing 'Steps: 1 2 3 4'. There are two main options: 'Select Your Organization Affiliation' and 'Independent Learner Registration'. The 'Select Your Organization Affiliation' option is selected. Below it, there is a text box for entering the organization name and a list of choices. The 'University of California, Santa Barbara (SSO)' option is highlighted with a red arrow. Below the list, there are two checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of California, Santa Barbara.' At the bottom, there are two buttons: 'Log In with University of California, Santa Barbara' and 'Create a CITI Program account'.

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

The screenshot shows the 'CITI - Learner Registration' page at Step 1. The progress indicator shows 'Steps: 1 2 3 4'. The 'Select Your Organization Affiliation' section is active. It contains a text box for entering the organization name and a list of choices. The 'University of California, Santa Barbara (SSO)' option is highlighted with a red arrow. Below the list, there are two checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of California, Santa Barbara.' At the bottom, there are two buttons: 'Log In with University of California, Santa Barbara' and 'Create a CITI Program account'.

4. On Step 2, log in with your UCSB Net ID and password.

The screenshot shows the 'CITI - Learner Registration - University of California, Santa Barbara' page at Step 2. The progress indicator shows 'Steps: 1 2 3 4 5 6 7'. The 'Personal Information' section is active. It contains several required fields: '* First Name', '* Last Name', '* Email Address', and '* Verify email address'. A red arrow points to the 'Email Address' field with a note: 'Be sure to use your UCSB email address'. Below these fields, there is a text box for 'Secondary email address' and a 'Verify secondary email address' field. At the bottom, there is a 'Continue to Step 3' button.

Continue to Step 3

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

Question 1

Responsible Conduct of Research

If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose all that apply

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course

Skip Question 1 and
move on to Question 2

8. Question 2 select “no”

* Question 2

Would you like to take the Conflict of Interest mini-course?

Choose one answer

Yes
 No

Select "No" for
Question 2

9. Question 3: Select “Working with the IACUC” and any other coursework that must be completed

Question 3

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.
2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".
3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

"Working with the IACUC Course" is required if you plan to use lab animals in your work.
 If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.
 IACUC Community Member

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 Swine
- 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.

Refer back to your Training Checklist
and select any other coursework that
is required

10. 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.

Note: A red arrow points from a box labeled "Select 'Not at this time'" to the "Not at this time" radio button.

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

*** 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.

Note: A red arrow points from a box labeled "Select 'Not at this time'" to the "Not at this time, thank you." checkbox.

[Complete Registration](#)

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.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of California, Santa Barbara [View Courses](#)

Would you like to affiliate with another Institution? [Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

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.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of California, Santa Barbara **View Courses**

Would you like to affiliate with another Institution? **Add Affiliation**

Would you like to remove an existing affiliation? **Remove Affiliation**

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.

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. [i](#)

University of California, Santa Barbara

University of California, Santa Barbara

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

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.