

University of Cincinnati (UC) Animal Care and Use Program (ACUP) CITI Training Guide

UC and other regional institutions share a core CITI training curriculum under the umbrella organization **Greater Cincinnati Academic and Regional Health Centers (GCARHC)**. Email AnimalTraining@uc.edu or call IACUC Office (513-558-5103 or 5106) for questions or assistance with these training requirements.

- **If you have never used the CITI website**, continue to the following sections:
 - [Create a CITI Account \(Learner Registration\)](#)
 - [Add UC ACUP Required Courses to Your CITI Account](#)
- **If you have previously used the CITI website at another institution**, skip to one of the following sections:
 - [Affiliating Your CITI Account with GCARHC](#) (share course completion records)
 - [Add UC ACUP Required Courses to Your CITI Account](#)

Create a CITI Account (Learner Registration)

- Navigate to <http://www.citiprogram.org> in your preferred web browser. Press the **Register** button in the top right corner of the website. On smaller screens (e.g. mobile devices), press the 3-line symbol (☰) in the top left corner to display the website menu.
- There are 7 steps to complete registration. You may choose to change your preferred language using the drop down menu in the top right corner. Not all courses are available in all languages.



1. Select Your Organization Affiliation

- Enter **Greater Cincinnati Academic and Regional Health Centers** as your organization. Ignore the Independent Learner Registration option.
- Review the Terms of Service and Privacy Policy, then select both checkboxes.
- Press the **Continue to Create your CITI Program Username/Password** button.

A screenshot of the 'Select Your Organization Affiliation' form. The form includes a text input field containing 'Greater Cincinnati Academic and Regional Health Centers'. Below the input field, there are two checkboxes, both of which are checked and highlighted with a red box. The first checkbox is labeled 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and the second is 'I affirm that I am an affiliate of Greater Cincinnati Academic and Regional Health Centers.' At the bottom of the form is a blue button labeled 'Continue To Create Your CITI Program Username/Password'.

2. Personal Information

- a. Complete all required fields. It is strongly recommended to use your UC email address the primary email and your personal email address as the secondary email. After you complete registration, you can update your personal information at any time. Press the **Continue to Step 3** button.

3. Create Your Username and Password

- a. Complete all required fields on the **Create Your Username and Password** screen.
- b. Press the **Continue to Step 4** button.

4. Country of Residence

- a. Enter **United States** as the country of residence.
- b. Press the **Continue to Step 5** button.

5. Continuing Education Unit (CEU) Credit for CITI Completed Courses

- a. CITI allows users to purchase CEU credits for completed courses. UC does not require and is not responsible/liable for payment for CEU credits. Select **No** unless you are personally willing to purchase the CEU credits.
- b. CITI asks to contact you regarding research surveys or marketing information. Answer **Yes** or **No** based on your preference.
- c. Press the **Continue to Step 6** button.

6. GCARHC Requested Information

- a. Complete all required fields on the institutional information page. The **Employee Number** is the 8-digit M# located on the front of your UC ID badge.
- b. Press the **Continue to Step 7** button to finish registration and begin affiliation.

7. Learner Registration

- a. The last account registration page asks for confirmation that you are either employed by or researching at one of many local institutions (including UC).
- b. Select **Yes**, then press the **Next** button.

Next Step: [Add UC ACUP Required Courses to Your CITI Account.](#)

Affiliating Your CITI Account with GCARHC

Affiliating your existing CITI account with GCARHC will allow UC's ACUP to access your course completion records, including records for courses that were completed at other institutions. **If your previously completed coursework meets UC's ACUP training requirements, we will accept it (you will not need to recomplete).**

- Navigate to <http://www.citiprogram.org> in your preferred web browser. Press the **Log In** button in the top right corner of the website. On smaller screens (e.g. mobile devices), press the 3-line symbol (☰) in the top left corner to display the website menu. You may choose to change your preferred language using the drop down menu in the top right corner. Not all courses are available in all languages.
- Under **Institutional Courses**, look for the **Greater Cincinnati Academic and Regional Health Centers (GCARHC)** organization. Ignore the Independent Learner Registration option.

<u>If you see GCARHC</u>	<u>If you do not see GCARHC</u>
<ul style="list-style-type: none"> • You are already affiliated with our organization. • Press the Add a Course button to Add UC ACUP Required Courses to Your CITI Account. 	<ul style="list-style-type: none"> • Press the Add An Affiliation button. • Affiliate with an Institution: <ol style="list-style-type: none"> a. Search for the Greater Cincinnati Academic and Regional Health Centers organization. b. Review the Terms of Service, then select both checkboxes. Press the Continue button. • GCARHC Requested Information <ol style="list-style-type: none"> a. Complete all required fields on the institutional information page. The Employee Number is the 8-digit M# located on the front of your UC ID badge. b. Press the Next button to finish affiliation and Add UC ACUP Required Courses to Your CITI Account.

Add UC ACUP Required Courses to Your CITI Account

CITI uses a questionnaire to determine and assign ACUP training requirements based on the nature of your involvement in UC animal research. The table below provides the best responses to select in order to assign courses per the ACUP Training Policy.

After selecting your response to each question, press the **Next** button to move to the next section of the questionnaire. **If you have questions about which animal species you will be working with, ask your Principal Investigator for guidance.**

Question	Selected Response
Are you primarily employed (paid by) OR are you involved in the conduct of research occurring at any of the following institution?	Yes
Are you currently included (or planned to be included) as part of the study team on a protocol that will be submitted to any Institutional Review Board (IRB)?	No
Are you interested in viewing CITI webinars (CCHMC, UC, Tri-Health, or Christ Hospital) or optional modules on special populations? Has your department or IRB recommended you complete any of these?	None of the above or not interested
Are you at Cincinnati Children's AND involved in laboratory-based research?	No

Do you conduct studies that utilize lab animals at Cincinnati Children's, Tri-Health, UC or UC Affiliates?	Yes, at Tri-Health, UC or UC Affiliates
Indicate for which animals you would like to receive training.	<ul style="list-style-type: none"> • <u>Animal handlers</u>: select all species you will handle (all users working with fish, regardless of species, should select the Fish (UC only) option) • <u>Not handling animals</u>: select none of the above
Are you involved in research at Cincinnati Children's? Are you involved in research at UC or UC Health and need to complete Export training?	No
Are you required to complete Responsible Conduct of Researchers (RCR) training to satisfy the requirements of the National Science Foundation and/or the NIH?	No
Are you a voting member for an Institutional Review Board (IRB) associated with UC or Cincinnati Children's?	No

If you created a new CITI account in this process, press the **Finalize Registration** button to complete the questionnaire and view your courses. Otherwise, the questionnaire is now complete, and your screen will update to display an enrollment confirmation message and display your assigned courses.

- **Active Courses**: partially completed courses that you are in the process of finishing.
- **Courses Ready to Begin**: incomplete, assigned courses that you have not started.
- **Completed Courses**: completed courses (you have passed the course quiz). Review course content and materials at any time by selecting the **Review Course** button.



Learner Tools for Greater Cincinnati Academic and Regional Health Centers

- **Add a Course**: opens the research involvement questionnaire to assign new coursework.
- **Remove a Course**: remove a course requirement (e.g. course was added in error or is no longer needed for the type of research you are performing). *Any courses you have successfully completed will remain in your course completion history regardless of whether it is on your Main Menu.*
- **Viewing Previously Completed Coursework**: a comprehensive list of all completed coursework, including access to the content of previously completed courses.
- **Update Institution Profile**: update your user information, including primary email account and password.