

CITI – Collaborative Institutional Training Initiative

For Students Using CITI as part of their Instructional Courses

Step 1: Go to the CITI website at: <https://www.citiprogram.org/>

Step 2: Select the New Users [Register Here](#) link

Step 3: Access the participating institutions scroll bar and select San Jose State University

Step 4: Complete sections 2 – 5 of the user information

Section 2: Create Username and Password

Section 3: Create Security Question and Answer

Section 4: Enter Name

Section 5: Enter E-mail Address

Step 5: CME/CEU credit is not necessary – select No

Step 6: Once you submit your user information you will receive a confirmation e-mail from CITI with your username, password, and member ID #. Please record this information for future reference to access CITI.

Step 7: Select Curriculum – to do this scroll down to Question 4 “Laboratory Animal Welfare”

**** Students Must Select and Complete Courses Dictated by the Instructor ****

FOR BIO-125 STUDENTS: Select the following courses:

“Working with the IACUC Course” – you **are** using lab animals in your work

“I work with Rats. Genus: Rattus.”

Select Continue

Step 8: Main Menu

The courses you have selected are now in your Main Menu under the heading “My Courses”

Note: The course referred to as “Working with the IACUC Course” on the previous page is titled “Investigators, Staff and Students, Basic Course” in your course listing. One of the 26 modules associated with this course is titled “Working with the IACUC”. In this course you only have to complete the one module titled “Working with the IACUC.”

Note: The course referred to as “I work with Rats. Genus: Rattus” on the previous page is titled “Working with Rats in Research Settings, Basic Course” in your course listing. All modules associated with this course must be completed.

Each course is composed of multiple modules that can be accessed once you read and respond to the Integrity Assurance Statement. All modules do not have to be completed in one setting but the order of the modules does matter. You will not be able to move on to some modules until you have completed the previous module. Your quiz scores will be saved within the system and you can return to the course at any time using your CITI username and ID #.

Step 9: Completion of Courses

Once courses have been complete, print the report associated with each completed course and provide me a copy for verification of completion.