



University at Buffalo
The State University of New York

Institutional Animal Care and Use Committee (IACUC)

How to Access CITI Program Online Laboratory Animal Care and Use Training Courses

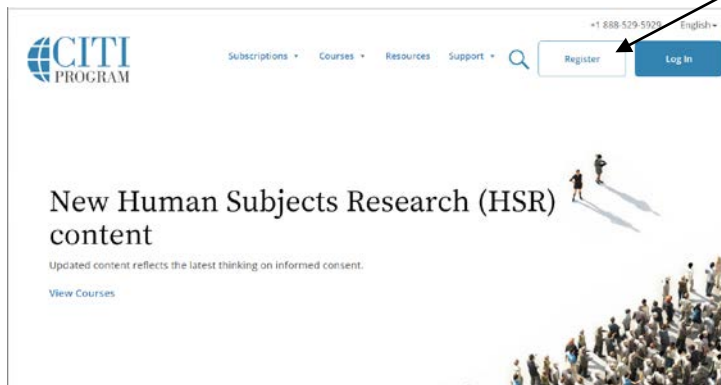
CITI Program courses are comprised of modules containing material that can either be read on your computer screen or printed and read. A brief online quiz following the completion of each module must be completed in order to receive credit for the course.

Steps for registering with CITI – for first-time users:

*Note: If you have already created a CITI account affiliated with your “buffalo.edu” email address in order to complete courses for IRB training or COI, please skip this section and follow “**Steps for adding a new IACUC course to your existing SUNY – Buffalo CITI account**” instead.*

Step 1: Go to: <https://www.citiprogram.org>

Step 2: Click on “**Register**” in the top left of the screen and complete the following steps:



- Search for and select “**SUNY – Buffalo (University at Buffalo)**” as your organization affiliation
- Indicate that you agree to the CITI Terms of Service
- Hit “Continue to Step 2”
- Enter your Personal Information. The primary email you enter here must be the same account through which you log into the Click IACUC module (i.e. your “**buffalo.edu**” address), or else the IACUC will not be able to verify your training.
- Hit “Continue to Step 3”
- Create a Username, Password, and Security Question.
- Hit “Continue to Step 4”
- Select your country of residence
- Hit “Continue to Step 5”
- If applicable, indicate if you are interested in the option of receiving Continuing Education Unit (CEU) credits for the course(s) you complete in CITI.
- Hit “Continue to Step 6”

- Provide your personal and institutional information. Your institutional email address is your “**buffalo.edu**” address.
- Hit “Continue to Step 7”
- You will now be brought to the “Select Curriculum” screen. This is where you can select the CITI courses you wish to enroll in.
- Scroll down to “**Question 5: Laboratory Animal Welfare**” and select all the courses you need to complete.
 - Note: The UB Policy *IACUC Training Requirements for Research Personnel* states that the following CITI courses must be completed by each individual prior to protocol approval:
 1. The “Working with the IACUC Course” must be taken at least once. Every 3 years thereafter, the “Working with Animals in Biomedical Research – Refresher Course” must be taken instead.
 2. The species-specific course(s) for all animals to be used (e.g. complete the “Working with Mice in Research” course if mice will be used. For species that do not have a corresponding CITI course, the in-person LAF animal handling training for that species will suffice.)
 3. “Minimizing Pain and Distress” (ONLY if you are using mice or rats)
 4. “Aseptic Surgery” (ONLY if you will perform or assist in surgery)
 5. “Antibody Production” (ONLY if this is described on the protocol)
 6. “Wildlife Research” (ONLY if this is described on the protocol)
- Hit “Complete Registration”
- Hit “Finalize Registration”

Step 3: You will now be brought to your **Main Menu** page. When you log into CITI in the future, this is the home screen you will see. You should see the header “SUNY- Buffalo (University at Buffalo) Courses”, indicating that you are properly affiliated with UB.

Courses you are enrolled in

Course	Status	Completion Record	CE Credits	Survey
Antibody Production in Animals	Not Started	Not Earned	Not Available	
Aseptic surgery	Not Started	Not Earned	Not Available	
Investigators, Staff and Students	Incomplete	Not Earned	Not Available	
Reducing Pain and Distress in Laboratory Mice and Rats	Not Started	Not Earned	Not Available	
Working with Mice in Research	Incomplete	Not Earned	Not Available	

My Learner Tools for SUNY - Buffalo (University at Buffalo)

- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

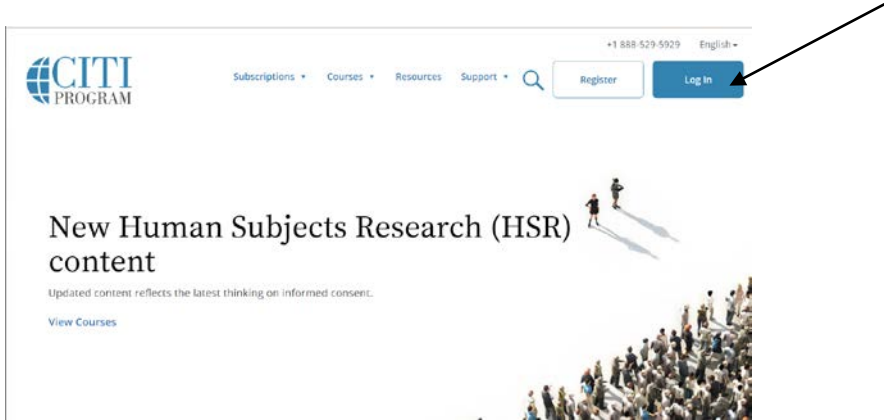
Step 4: You may begin each course by clicking its title under “Course”. You will be shown the modules you need to complete for each course and your score on each quiz. You must achieve at least an 80% grade on each module’s quiz in order to pass the course.

- The system may require you to complete the “Integrity Assurance Statement” before beginning the course modules. Once you have completed that, the module title texts will become blue hyperlinks. Click each module to complete it.
- You do not need to complete all courses or all modules in one sitting. CITI will remember your progress should you choose to log out and complete the courses at a later time.

Steps for adding a new IACUC course to your existing SUNY – Buffalo CITI account:

Step 1: Go to: <https://www.citiprogram.org>

Step 2: Log into your CITI account by clicking “Log In” in the top left of the screen:



Step 3: You will be brought to your **Main Menu** homepage. All courses in which you are currently enrolled will appear under the “Course” list, which also indicates their Status, Completion Record, CE Credits (if available), and Survey (if necessary).

- To **add** a course for completion, click “**Add a Course**” at the bottom of the page, under “My Learner Tools for SUNY – Buffalo (University at Buffalo)”:

A screenshot of the 'My Learner Tools for SUNY - Buffalo (University at Buffalo)' dropdown menu. The menu is open, showing several options: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. The 'Add a Course' option is highlighted with a blue circle and a blue arrow pointing to it from the left. Above the dropdown menu is a table of courses with columns for Course, Status, Completion Record, CE Credits, and Survey.

Course	Status	Completion Record	CE Credits	Survey
Antibody Production in Animals	Not Started	Not Earned	Not Available	
Aseptic surgery	Not Started	Not Earned	Not Available	
Investigators, Staff and Students	Incomplete	Not Earned	Not Available	
Reducing Pain and Distress in Laboratory Mice and Rats	Not Started	Not Earned	Not Available	
Working with Mice in Research	Incomplete	Not Earned	Not Available	

Step 4: You will now be brought to the “Select Curriculum” screen. This is where you can select the CITI course(s) you wish to enroll in.

- Scroll down to “**Question 5: Laboratory Animal Welfare**” and select all the courses you need to complete.
- Hit “Submit”

You will now be brought back to your Main Menu homepage. You may begin each course by clicking its title under “Course”.