## Initial Registration for Courses through CITI Program

\*If you do not have a UConn NetID, you <u>must</u> identify a sponsor (full time employee such as the Principal Investigator or Department Administrator) in your department and ask them to request an affiliate NetID on your behalf. The sponsor should complete this request by completing the form at the following link: http://www.affiliate.uconn.edu/. The NetID will be used to login to the CITI Program and other UConn websites.

Please note that the IACUC will accept the on-line "Working with the IACUC" course on the CITI website in place of the IACUC Classroom Training Session. Here are the instructions for registering through the CITI Program website:

Step 1: Login to the CITI Program. Point web browser at <u>https://www.citiprogram.org</u>. Click the Log In Button. Choose the hyperlink LOG IN THROUGH MY INSTITUTION. Locate and click the link for "University of Connecticut - Storrs & Regional Campuses." On the familiar UConn Single Sign On Page, enter your UConn NetID and password to login.



Step 2: Associate your UConn SSO account with a CITI Program account. After logging in with your UConn Single Sign On (SSO) NetID, if your account doesn't match an existing one, you will be presented with a alert warning. Click continue. Then you will have two options to link your UConn NetID SSO to your UConn NetID with an existing CITI Program account or create a new CITI program account. Chose the most appropriate option for your situation (a or b).

	We were unable to automatically match your SSO account with a CITI Program account.				
	<ul> <li>If you already have a CITI Program account, we will link it to your SSO account.</li> </ul>				
	<ul> <li>If you don't have a CITI Program account we will create one for you.</li> </ul>				
	Click the button to continue.				
	Continue				
As	sociate your SSO account with a CITI Program account				
P	ease choose an option:				
20	I already have a CITI Program account.				
-					

a) If you already have an existing CITI Program login account (e.g. from another institution or one we couldn't automatically match), you may associate it with your UConn NetID by choosing the first option "I already have a CITI Program account" (a), entering your CITI Program username and password, and clicking the Login button.

Link to an existing CITI	Program account
To link your existing CITI P	rogram account to your SSO account, please log in to your CITI Program account.
* Indicates a required field.	
*CITI Program Username	
CITI Program Password	
Log In	
Did you forget your CITLF	hogzam account username or password?

b) If you don't have an existing CITI Program account, create a new one by choosing the second option "I don't have a CITI Program account and need one" (b) and clicking on the Create a New CITI Program Account button.



Step 3: Select UConn. On the Main Menu, Click "University of Connecticut – Storrs & Regional Campuses Courses."

English Text size: A A		Log Ou	ut   Help
Collaborative	Institutional Training Initiative	Search Knowledge Base	Q
Main Menu   My Profiles   My CEUs   My Re	ports Support		
Main Menu			
University of Connecticut - Storrs & Regional (	Campuses Courses		
<ul> <li>Click here to affiliate with another institution</li> </ul>			
Affiliate as an Independent Learner			

Step 4. *Complete Course Enrollment.* Click "You are not enrolled in any courses for this institution. Click here to complete your enrollment" or Click "Add a course."

English	Text size: A A		Log	Out   Help
	Collaborative Institutional Train	ing Initiative	arch Knowledge Base	Q
Main Menu   My Pro	ofiles My CEUs My Reports Support			
Main Menu				
- University of Conr	necticut - Storrs & Regional Campuses Courses			
	😣 Course	😣 Status 😣	Completion Record	😣 Survey
Add a Course				
Ø View Previously	y Completed Coursework			
Opdate Institut	tion Profile			
View Instructio	ns page			
W Remove Affiliat	tion			
→ Click here to affilia	ate with another institution			
• Affiliate as an Inde	ependent Learner			

Step 5: Select Curriculum. Answer a series of Course Enrollment Questions to select which courses you wish to enroll in. Please read each question carefully to ensure you are enrolled in the correct course(s). Check all that apply. Click Submit.



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	Laboratory Animal Welfare Course	
	If you are planning to use lab animals in your work, you may be required to complete the CITI Lab Animal Welfare Course. You should:	
	Choose the appropriate courses according to your role in research and the species you use.     Choose all that apply.	
	Contact your IACUC Office if you have questions regarding your requirements.	
Q	uestion 2	
	h A - ins - I 184-16-m	
Ld	IDANIMAI Wellare	
Dog	you conduct or supervise studies that use laboratory animals?	
Cho	se all that apply	
E	Yes. I want to take the UConn IACUC Review Course.	
P	ease note that the courses below are optional.	
1	Working with the IACUC	
1.	Essentials for IACUC Memoers	
	am involved in studies that have the optential to cause "more than momentary pain and distress" in mice or rate	
i i	septic Surgery	
Ε	Vorking With Amphibians in Research Settings	
E	Working with Mice in Research Settings	
1.5	Vorking with Rats in Research Settings	
15	Vorking with Hamsters in Research Settings	
1.2	Morking with Gerbis in Research settings     Morking with Guines Diss in Desearch Settings	
E	Working with Fish in Research Settings	
1.0	Working with Rabbits in Research Settings	
2	Working with Dogs in Research Settings	
E	Working with Cats in Research Settings	
2	Working with Swine in Research Settings	
1	Working with Non-Human Primates in Research Settings	
15	Working With Zebratish (Danio rerio) in Research	
1	Windome Research Working with Deptiler in a Decearch Setting	
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