The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF-8.

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CITI REGISTRATION AND TRAINING TOOL

Registering or Logging In

Log in to CITI [https://www.citiprogram.org/index.cfm?pageID=22](https://www.citiprogram.org/index.cfm?pageID=22) and choose New Users Register Here, or if you are Already Registered, enter the Login Info and Click Submit.

Use the drop down to choose Lehigh University

Scroll down and click the button Continue to Step 2 complete the information and continue through the steps.
Select the checkbox which applies to your Course Enrollment.

* Getting Started

Welcome to Lehigh University CITI Course Enrollment. Please select below which type of course(s) you need to take:

Choose all that apply

- [ ] Human Research
- [✓] Lab Animal Welfare
- [ ] Responsible Conduct of Research (RCR)
- [ ] Conflict of Interest

Next
What modules must I take for IACUC?

<table>
<thead>
<tr>
<th>Group</th>
<th>Stage</th>
<th>IACUC Members</th>
<th>Non-research lab support personnel must also take modules associated with the species associated with their lab duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aseptic surgery</td>
<td>1. Basic Course</td>
<td>x - mandatory</td>
<td>x - mandatory</td>
</tr>
<tr>
<td>Essentials for IACUC Members</td>
<td>1. Basic Course</td>
<td>x - mandatory</td>
<td></td>
</tr>
<tr>
<td>IACUC Chairs, Members and Coordinators</td>
<td>1. Basic Course</td>
<td>x - mandatory</td>
<td></td>
</tr>
<tr>
<td>Reducing Pain and Distress in Laboratory Mice and Rats</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
</tr>
<tr>
<td>Working with Amphibians in Research Settings</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
</tr>
<tr>
<td>Working with Gerbils in Research Settings</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
</tr>
<tr>
<td>Working With Guinea Pigs in Research Settings</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
</tr>
<tr>
<td>Working with Hamsters in Research Settings</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
</tr>
<tr>
<td>Working with Mice in Research</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
</tr>
<tr>
<td>Working with Rats in Research Settings</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
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<tr>
<td>Working with Wildlife in Research Settings</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
</tr>
<tr>
<td>Working with Zebra Fish in Research Settings</td>
<td>1. Basic Course</td>
<td>x - species specific</td>
<td>x - species specific</td>
</tr>
<tr>
<td>Investigators, Staff and Students</td>
<td>1. Basic Course</td>
<td>x - mandatory</td>
<td>x - mandatory</td>
</tr>
</tbody>
</table>

Lab Animal Welfare Course Enrollment
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.

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.

Scroll down to see the specific Modules. Complete as required and then click NEXT.
At the next screen, you may choose to affiliate yourself with another institution.

EMAIL: - you must respond to complete your registration.

Thank you for registering with the Collaborative Institutional Training Initiative (CITI Program).

To confirm your email address and complete your registration, please click on the link below:
https://www.citiprogram.org/index.cfm?pagelD=183&email=mgroover2@gmail.com&id=3774065

Thank you
Collaborative Institutional Training Initiative (CITI Program)

The Basic Course for Humans Subjects Research and the Lab Animal Welfare Core Courses may require 4-6 hours to complete depending how you progress through the modules. You are encouraged to use multiple log on sessions. The RCR curriculum may require 2-4 hours to complete.

Where can I get assistance?

Questions regarding your requirements should be addressed to Marcia Hamm Groover, CRA – Manager, Electronic Research Administration at 610-758-4402 or mhm3@lehigh.edu.

Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.
Instructions for CITI Learners

To Start the Course:

1. You will be presented with a series of questions or options to enable you to enroll in the Learner Group appropriate to your needs (research with human subjects or animals, or the responsible conduct of research (RCR)).

2. Your institution has prescribed each course curriculum.

3. The next page is the Main Menu. This page lists the courses you have chosen. The Main Menu also provides a number of Course Utilities designed to help you.
   o You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
   o You may click on "Add a course or update your learner groups" This link will take you to the enrollment questions and permit you to change your "Learner Group" by providing new responses to the enrollment questions.

4. The red link (Enter or Re-Enter) will permit you to Begin/Continue the Course.

5. To begin, please complete the Integrity Assurance module presented at the top. The system will allow you to start taking the courses after completing it.

6. Complete the required modules and associated quizzes.

7. Complete any "Elective" modules.

8. When you complete all Required Modules in your curriculum, you will be shown a link to "Optional Modules" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.

9. When you complete all required modules successfully, you may print your completion report through the link: "Print" in the Learner's menu

The Basic Course for Humans Subjects Research and the LabAnimal Welfare Core Courses may require 4-6 hours to complete depending how you progress through the modules. You are encouraged to use multiple log on sessions. The RCR curriculum may require 2-4 hours to complete.

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct.

- Print or download a Course Completion Report as evidence that you have met your institutional requirements. A copy will be sent automatically by CITI Program to your institutional administrator. You may also return to the course site in the future to obtain a copy of the completion report.

- Submit a voluntary, anonymous user satisfaction survey.
CITI INSTRUCTION: Adding a new module to your CITI training.

(NOTE: The module must have been requested to be added by the Administrator for CITI in the Office of Research and Sponsored Programs.)

Log on to CITI – Click on Lehigh University Courses / Add a Course or Update Learner Groups

Scroll down to the Learner Group / Module you want to take.
Click on the Learner Group and then NEXT

- I work with Swine
- I work with Non-Human Primates (NHP)
- I work with Wildlife Research
You should receive a message that Your Request has been successfully submitted and under Lehigh University Courses there is a hyperlink to the Wildlife Research Module.