


CITI Training

Lab Animal Basic Training



Office of Research Administration
Institutional Animal Care and Use Committee
UC Irvine



Personnel who will be working with live animals in animal research are required to be adequately trained prior to handling the animals.

UC Irvine uses the online collaborative training program, CITI, to ensure that all personnel handling live animals are qualified to perform the procedures and care required. Personnel must complete the UCI Lab Animal Welfare Course prior to being added to an IACUC protocol as well as to obtain access to animal facilities and vivaria.

The following slides will guide you through logging in and enrollment.



CITI Login

Log in to CITI through UCI's Single Sign-on (SSO).

The link below will take you directly to the CITI SSO:

<https://www.citiprogram.org/Shibboleth.sso/Login?target=https://www.citiprogram.org/Secure/Welcome.cfm?inst=1167&entityID=urn:mace:incommon:uci.edu>



Log in through my institution

Log in via SSO

Note: You do not need to register to login through UCI's Single Sign-On.

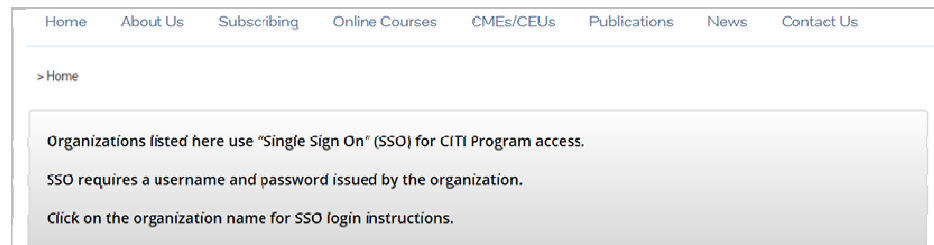
CITI Login

Or you can go to the [CITI homepage](#) and click on the “Log in via SSO” button...



...and this will send you to the SSO page list of organizations.

Scroll down and click on “UCI”



54	University of Arizona
55	University of California, Berkeley
56	University of California, Irvine
57	University of California, Los Angeles (UCLA)
58	University of Central Florida

CITI Login

You'll be automatically directed to UCI's secure log-in page:

 UNIVERSITY of CALIFORNIA · IRVINE

UCInetID Secure Web Login

UCInetID Information

- [Activate your UCInetID](#)
- [UCInetID Info](#)

UCInetID
UCInetID Example: ptanteater

Password

[Forgot your password?](#)

WARNING! Protect your privacy. Logout when you are done and completely exit your browser.

Powered by WebAuth, Developed by [OIT](#).

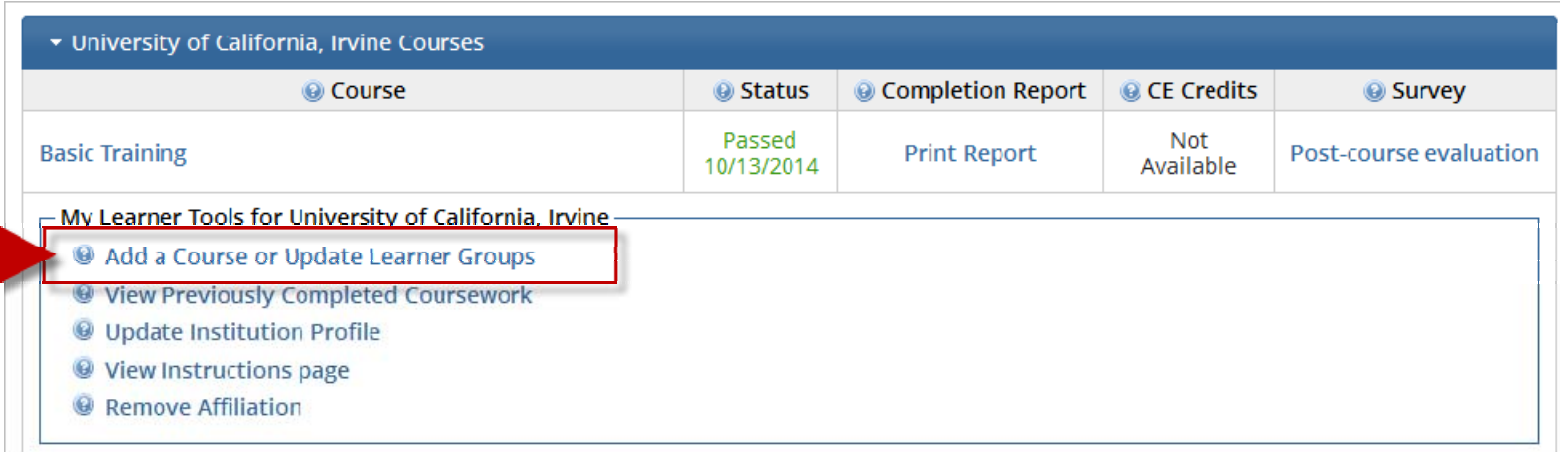
[Computing Security & Resources](#)

CITI Registration

For new users that don't have a CITI account yet, the UCI login process will walk you through the registration. CITI will grab most of the information it needs from the UCI record linked to your ID.

If you already have an established CITI account, the UCI login will take you directly to the Main Menu page.

From the Main Menu, click on "Add a Course of Update Learner Groups" to enroll



The screenshot displays the 'University of California, Irvine Courses' interface. It features a table with columns for Course, Status, Completion Report, CE Credits, and Survey. Below the table is a section titled 'My Learner Tools for University of California, Irvine' containing a list of actions. A red arrow points to the first item in the list: 'Add a Course or Update Learner Groups'.

Course	Status	Completion Report	CE Credits	Survey
Basic Training	Passed 10/13/2014	Print Report	Not Available	Post-course evaluation

My Learner Tools for University of California, Irvine

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

CITI Enrollment

Select the Lab Animal Course.

CITI Course Enrollment Questions

[View instructions page](#)

* Would you like to enroll in a UCI Human Research Protections Course or in the UCI Lab Animal Welfare Course?
Choose all that apply

Enroll in the UCI Human Research Protections Course

Enroll in the UCI Lab Animal Welfare Course

Enroll in UCI Export Controls Course

[Next](#) [Start Over](#)

CITI Enrollment

There will be several options to choose from...

* All researchers working with laboratory animals or conducting field studies must complete the basic training course entitled Working with Live Animals in Research.
Choose all that apply

- I need to complete the **Basic Training Course** in Lab Animal Research For new animal users
- I am an undergraduate student and need to complete **Undergraduate Training** in Lab Animal Research For BioSci 194S Students
- I need to complete **Refresher Training** in Lab Animal Research If you've been informed your training has expired
- I have been told by the IACUC to complete the IACUC-Mandated Compliance Course as a requirement for resolution of a regulatory compliance issue If you are required to do so by the IACUC
- IACUC COMMITTEE MEMBERS ONLY: I need to complete Essentials for IACUC Members New IACUC committee members only
- I need to take Post-Approval Monitoring (PAM) Optional

[Next](#) [Start Over](#)

CITI Enrollment

Select the option for Basic Training.

CITI Course Enrollment Questions

[View instructions page](#)

* All researchers working with laboratory animals or conducting field studies must complete the basic training course entitled Working with Live Animals in Research.
Choose all that apply

- I need to complete the **Basic Training Course** in Lab Animal Research
- I am an undergraduate student and need to complete **Undergraduate Training** in Lab Animal Research
- I need to complete **Refresher Training** in Lab Animal Research
- I have been told by the IACUC to complete the IACUC-Mandated Compliance Course as a requirement for resolution of a regulatory compliance issue
- IACUC COMMITTEE MEMBERS ONLY: I need to complete Essentials for IACUC Members
- I need to take Post-Approval Monitoring (PAM)

[Next](#) [Start Over](#)

This will enroll you in the basic training course.

CITI Enrollment

Indicate the species you will be working with (select all that apply).

* Please indicate below whether your research involves the use of rodents (mice, rats, gerbils, hamsters, guinea pigs) or other species (check all that apply):
Choose all that apply

Mice.

Rats.

Gerbils.


Hamsters.

Guinea Pigs.

I do not conduct studies with rodents. I do, however, conduct studies with rabbits, dogs, cats, swine, amphibians and/or non-human primates.

None of the above

[Next](#) [Start Over](#)



This will enroll you in additional species-specific modules.

CITI Enrollment


If you selected a rodent species, indicate whether protocol procedures will involve more than momentary pain and distress.

* Please indicate whether your research projects involve procedures that may cause more than momentary pain or distress (e.g., surgery, tumors, chronic disease etc.)
Choose all that apply

My research projects include procedures that may cause more than momentary pain and distress in rodents.

My research projects DO NOT include procedures that may cause more than momentary pain or distress in rodents.

[Next](#) [Start Over](#)



This will enroll you in the pain and distress module.

CITI Training

On your Main Menu, courses that need to be completed will be displayed.

The screenshot shows the CITI Program website interface. At the top, there is a blue header with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. To the right of the header is a search bar labeled 'Search Knowledge Base'. Below the header is a navigation menu with links for 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', 'Support', and 'Admin'. Under the 'Main Menu' link, there is a green checkmark icon and the text 'Your request has been successfully submitted.' Below this is a section titled 'University of California, Irvine Courses' which contains a table of courses. A red box on the left contains the text 'Click on the module to begin' with a red arrow pointing to the 'Basic Training' course in the table.

Course	Status	Completion Report	CE Credits	Survey
Basic Training	Not Started	Print Report	Not Available	Post course evaluation
Reducing Pain and Distress in Laboratory Mice and Rats	Not Started	Print Report	Not Available	Post-course evaluation
Working with Mice in Research	Not Started	Not Earned	Not Available	
Working with Rats in Research Settings	Not Started	Not Earned	Not Available	

You may stop and resume the courses at any time.



For questions about IACUC protocols, please contact our office at IACUC@uci.edu or (949) 824-8984.

If you have technical difficulties with the CITI website, please contact CITI Help Desk: <https://support.citiprogram.org/>