Updating Your CITI Registration

To link your training records to your UCINetID and password (for Single Sign-On)

Office of Research Administration
Institutional Animal Care and Use Committee
UC Irvine
UC Irvine uses the online collaborative training program, CITI, to ensure that all research personnel have the appropriate and necessary training to conduct research with human subjects, laboratory animals, and stem cells. We have recently converted to a Single Sign-On (SSO) system that utilizes the UCINetID and password for all UCI faculty, students, staff and other affiliates (including visitors).

If you have an existing CITI account that does not use your UCINetID as your CITI username, you must update your CITI registration to ensure that you will receive proper credit for required training.

Email the UCI IACUC Administrative Office (IACUC@uci.edu ) when you have completed the new registration, and we’ll get the records merged.

*The following slides will guide you through this process.*
CITI Login

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

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


Note: Do NOT use your old CITI username/password for this process. By logging in through the institution (UCI) CITI will automatically record your UCINetID as your log-in information, thus creating a new account for you with the correct credentials.
CITI Login

If for some reason the link on the previous slide doesn’t work, 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”
CITI Login

You’ll be automatically directed to UCI’s secure log-in page:
Updating your CITI Registration

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. Provide any other requested information to establish a new CITI account associated with your UCINetID. Go ahead and enroll yourself in the Lab Animal Welfare Course (you won’t have to complete it again if your old record is up to date).
Updating your CITI Enrollment information

Select the appropriate option (preferably whatever you selected with your original or most recent registration):
Updating your CITI Enrollment Information

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

<table>
<thead>
<tr>
<th>Species</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mice</td>
<td>☐</td>
</tr>
<tr>
<td>Rats</td>
<td>☐</td>
</tr>
<tr>
<td>Gerbils</td>
<td>☐</td>
</tr>
<tr>
<td>Hamsters</td>
<td>☐</td>
</tr>
<tr>
<td>Guinea Pigs</td>
<td>☐</td>
</tr>
<tr>
<td>I do not conduct studies with rodents. I do, however, conduct studies with rabbits, dogs, cats, swine, amphibians and/or non-human primates.</td>
<td>☐</td>
</tr>
<tr>
<td>None of the above</td>
<td>☐</td>
</tr>
</tbody>
</table>

To save time, simply click “none of the above” - when your accounts are merged the correct information will be automatically transferred.
Updating your CITI Enrollment Information

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.

Remember, you will not have to repeat any courses – your original record will be merged with this one.
CITI Registration Update is Complete!

When you are finished, you’ll be transported to your Main Menu, where the required courses (based on the questions you just answered) will be listed:

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>CE Credits</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Training</td>
<td>Passed</td>
<td>Print Report</td>
<td>Not Available</td>
<td>Post-course evaluation</td>
</tr>
</tbody>
</table>

NOTE: Your status will probably be listed as “Not Started” – don’t worry about that, just send a brief email to the IACUC Administrative Office (IACUC@uci.edu) and let us know you have created a new CITI registration with your UCINet ID log-in information.