

## HOW TO SIGN UP FOR CITI TRAINING

1. Go to: <https://www.citiprogram.org>
2. Register and generate a password
  - a. Organization Affiliation is “Texas Woman’s University”
  - b. For “Role in Research” (e.g. choose “Student Researcher – Undergraduate”)
3. For Question 1 (Human Subjects Research), choose “Not at this Time”
4. For Question 2 (Would you like to take the IRB chair course?), choose “Not at this time”
5. For Question 3 (Responsible Conduct of Research) choose “Biomedical Responsible Conduct of Research Course”
6. For Question 4 (Would you like to take the Conflict of Interest mini-course?), choose “No”
7. For Question 5 (Laboratory Animal Welfare), choose “Working with the IACUC” AND choose which species you will be working with (rats or mice). Also choose “Minimizing Pain and Distress” if required by your protocol OR faculty advisor.
8. For Question 6, choose “Not at this time”
9. Take all modules and quizzes within each course now displayed in your Main Menu.
10. Upon completion, you will receive an email containing a certificate of completion.

*SAVE THE EMAIL - you will need it to document your completion of the course but you should be able to log back in and obtain evidence of successful completion.*

11. Bring a copy of the certificate to the IACUC Chair for your final interview.