Instructions for CITI LabAnimal Learners

Introduction

The following LabAnimal Welfare training modules are from the Collaborator Institutional Training Initiative (CITI). You will be asked to take and pass certain modules that depend on the species that you use. It is important to contact the Office of the Associate Dean for Research and Graduate Studies to determine which modules you will be required to take. The CITI training is one part of the overall training you will receive prior to you being able to interact with animals. The CITI training and all other aspects of training have been approved by the Texas A&M Health Science Center Baylor College of Dentistry Institutional Animal Care and Use Committee.

Overview

1. To get started you will need to register with CITI LabAnimal Welfare.

2. After logging onto the site www.citiprogram.org you will be presented with a series of questions or options to enable you to enroll in the Learner Group Modules to which you have been assigned.

3. The Learner menu also provides a number of Course Utilities designed to help you. You may "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. You can start and stop the course as many times as you wish.

5. Complete the required modules and associated quizzes. The minimum "passing" aggregate score for the quizzes for a module has been set at 80% by CITI LabAnimal Welfare. 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. To repeat a quiz you must completely exit the course and then re-enter the modules and find the test to take it again; the new score will be posted.

6. When you complete all required modules successfully, you may print your completion report through the link: "Print" in the Learner's menu for your records. A copy will be sent automatically to the Office of the Associate Dean for Research and Graduate Studies. You may return to the course site in the future to obtain a copy of the completion report.

7. Questions regarding your requirements should be addressed to the Office of the Associate Dean for Research and Graduate Studies.

The next section will show you how to log onto CITI AnimalLab Welfare and select your modules.

New users must log onto CITI www.citiprogram.org and you will see the following Screen. Click on "New Users Register Here" or if you have registered previous then fill in the information at "Already Registered?"

CITI PROGRAM IACUC New User Instructions
Image 1: Registration/Login Page

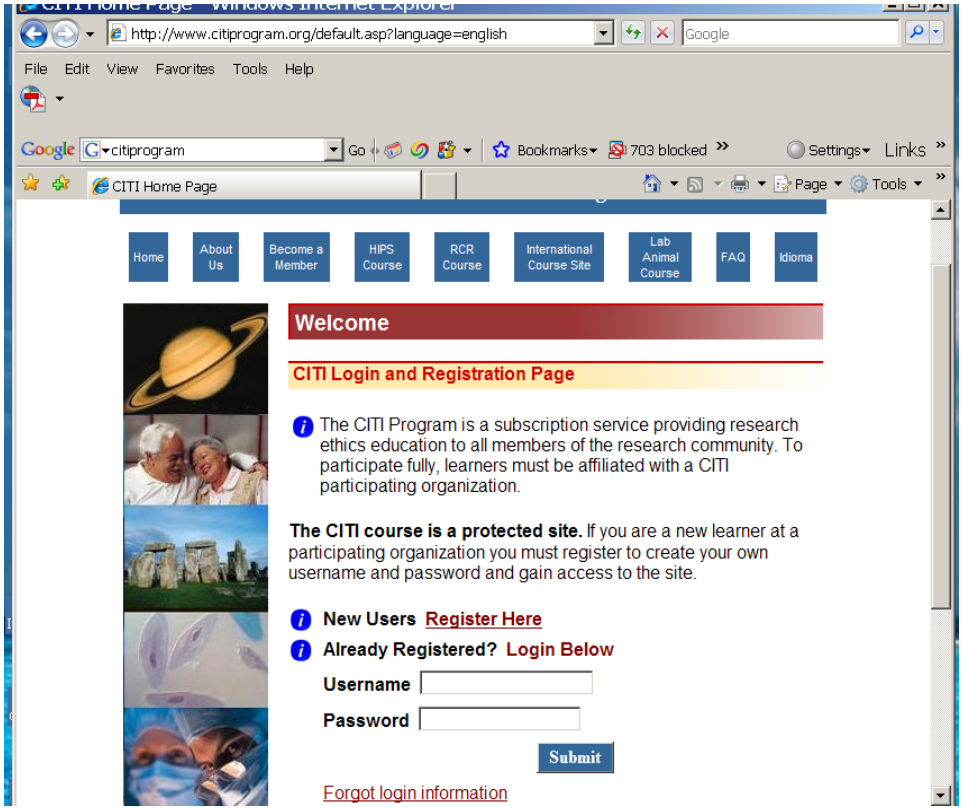


Image 2: Registration Page continued

Choose “Texas A&M University System Health Science Center” from the “Participating Institutions” drop down list.

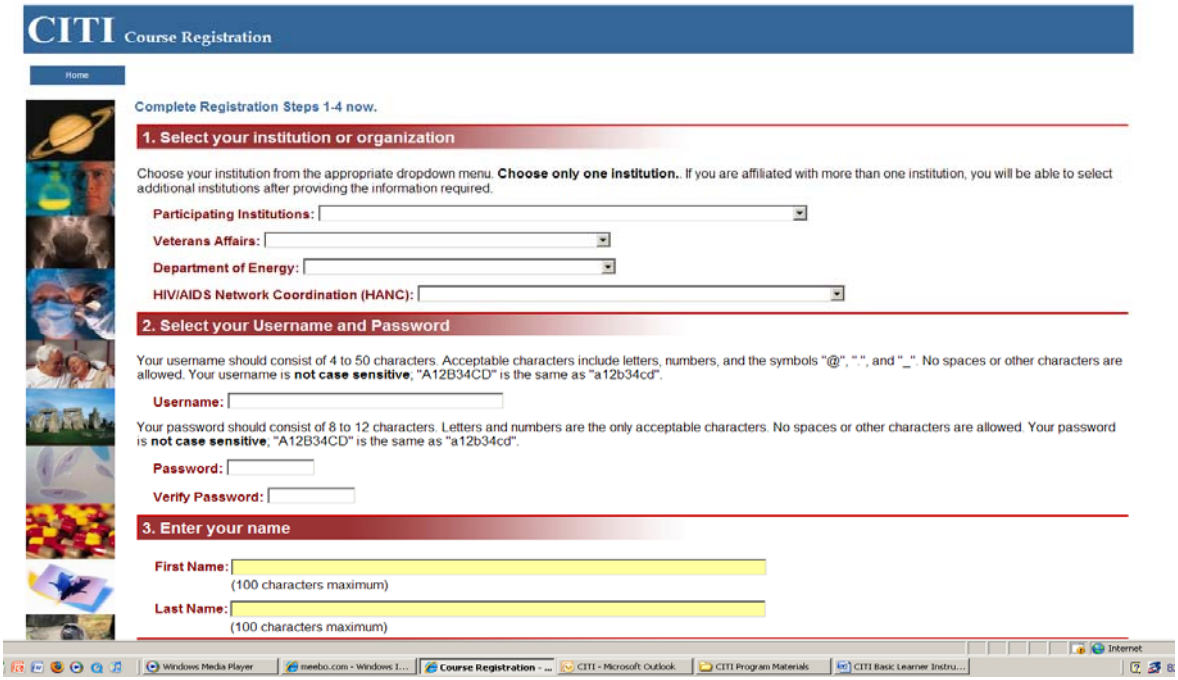
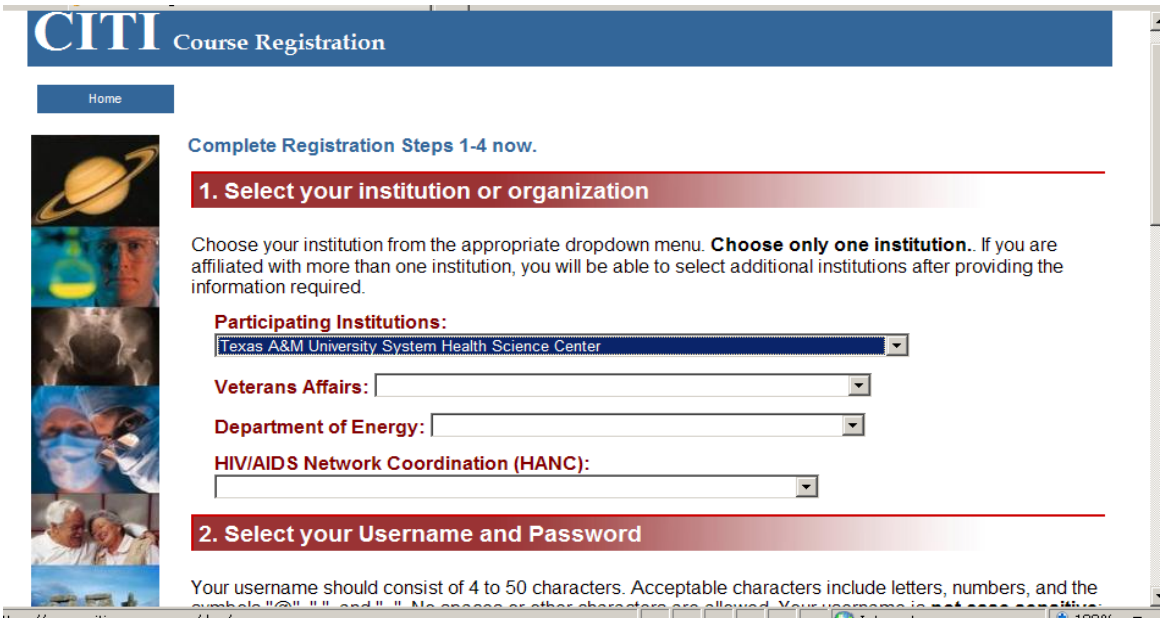


Image 3: Registration Page continued

When you have chosen “Texas A&M University System Health Science Center” from the “Participating Institutions” drop down list, image 3 is how it should look. Create your own username and password, complete steps 1-4 then click “submit” at the bottom of the page. **USE MUST YOUR WORK EMAIL ADDRESS**. Leave blank the drop down menus for Veterans Affairs, Department of energy and HIV/AIDS Network Coordination (HANC).



3. Enter your name

4.. Enter your personal data

*	Gender:	
*	Highest degree:	
	Employee Number:	
*	Department:	
*	What is your role in research?:	
	Address Field 1:	Please use your WORK address
	Address Field 2:	Please use your WORK address
	Address Field 3:	Please use your WORK address
	City:	
	State:	
	Zip/Postal Code:	
	Country:	
*	Office Phone:	Please use your WORK phone number
	Home Phone:	
*	May we re-contact you to complete a course survey?:	

Submit Cancel

Done Internet

Please verify that you are registered with the correct institution and have used your work email. Before clicking on submit.

Image 4: Select Curriculum Page

Skip Question 1, which is the log on for Human Subjects Training and go to Question 2 Laboratory Animal Training.

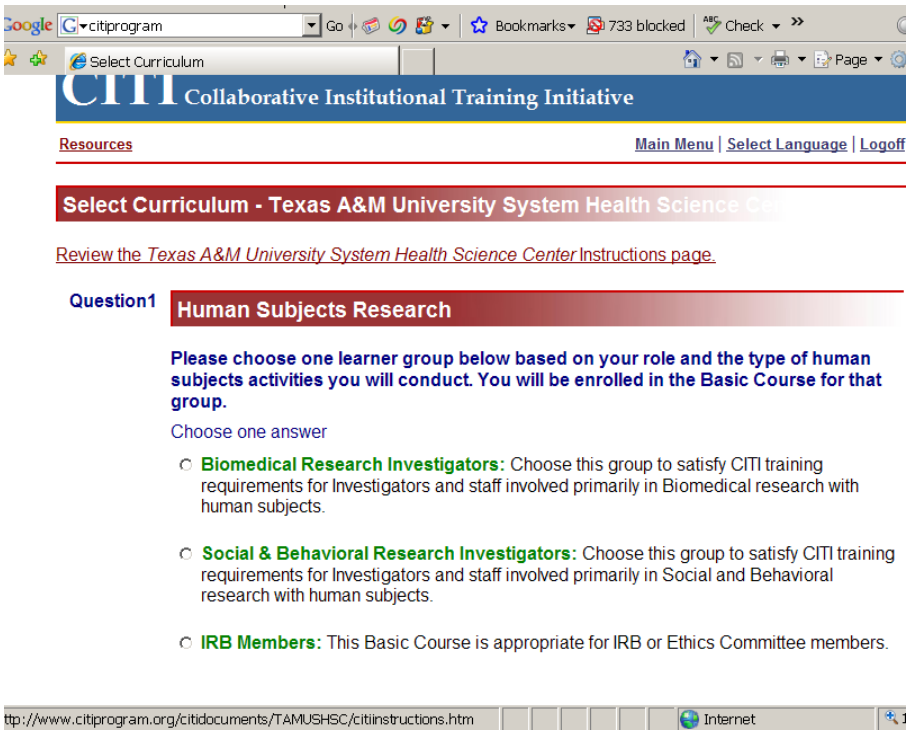


Image 5: Select Curriculum Page continued

Check “all that apply” on **Image 5 and Image 6**. This will determine what modules you will need to complete for training. If you need help or are not sure what modules you need to take, please see Kela Lewis in room 483.

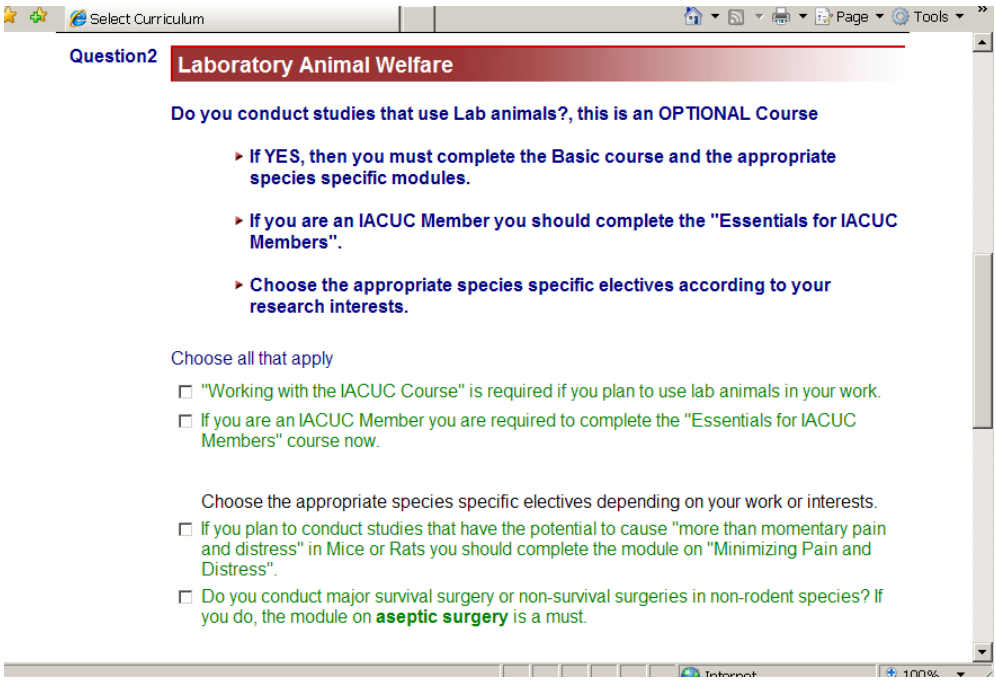


Image 6: Select Curriculum Page continued

After checking all the modules to which you have been assigned, click submit.

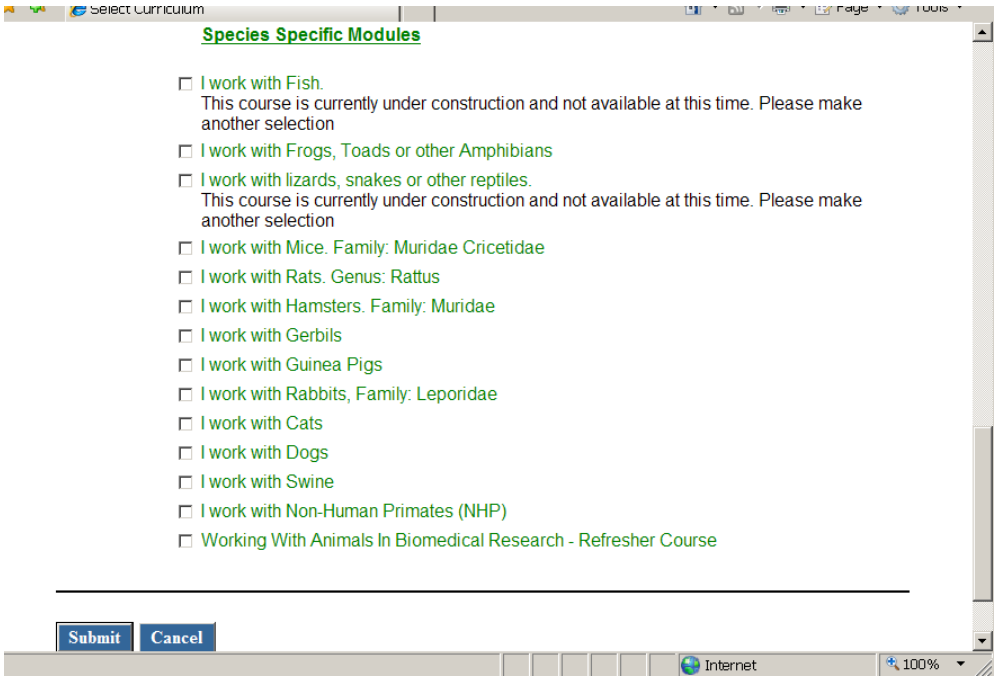
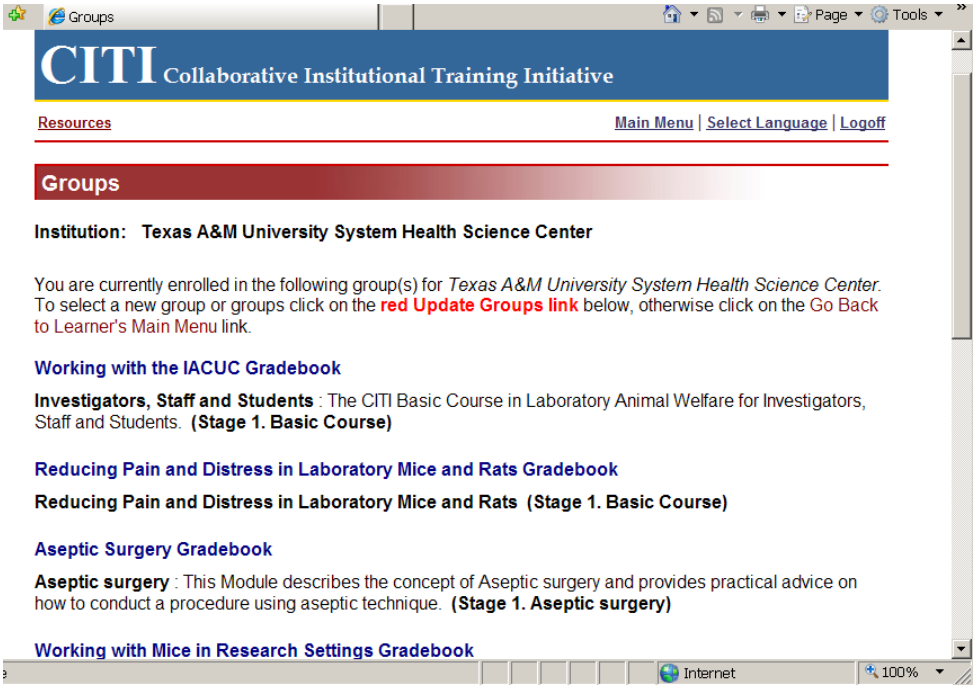


Image 7: Groups. After you have made your module selections from the curriculum page, your choices should look like the below image. At the bottom of the screen click "Go Back to the Learner's Main Menu" and begin the training.



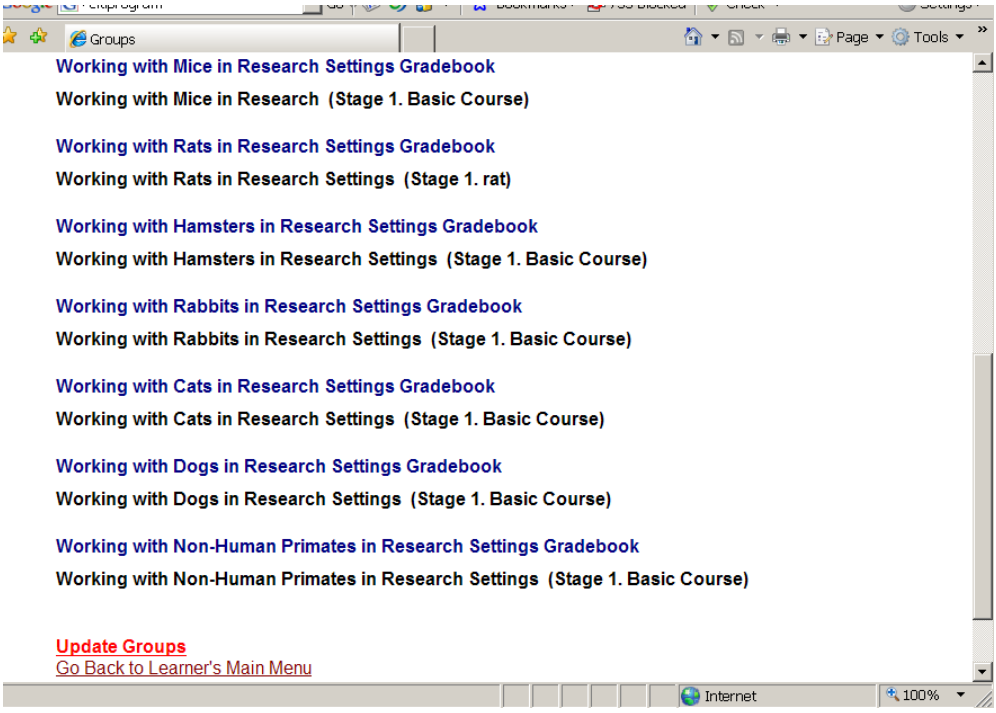
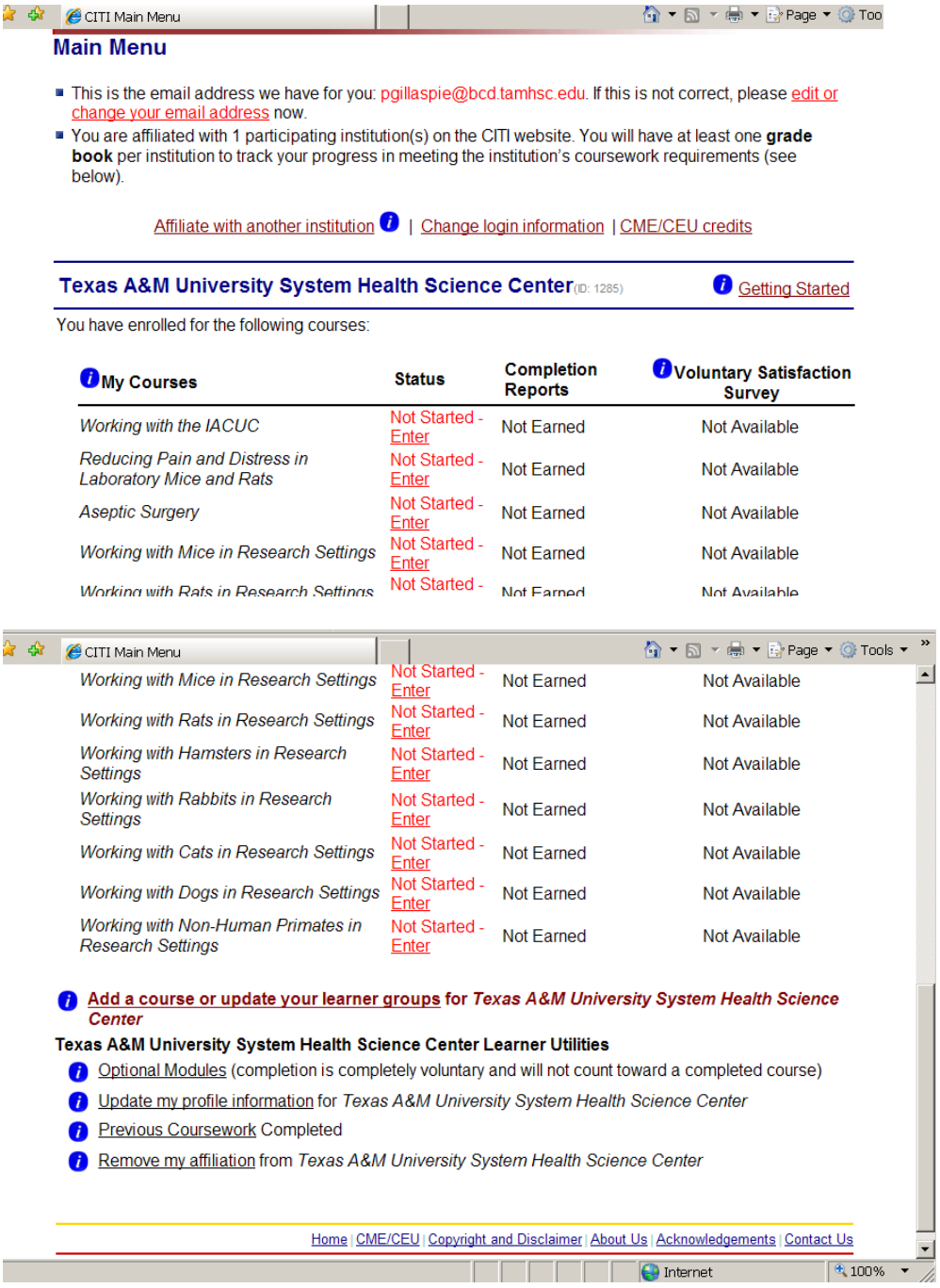


Image 8: CITI Learners Main Menu Page

This page specifies the courses you have enrolled in. Click on "Enter" to begin. During each module you will be given a series of quizzes and your cumulative grade for the entire module must be 80%. If you do not score satisfactory on a quiz, you may completely log off, re-enter and find the quiz and re-take the quiz.



Please forward a copy of your completed training certification to Ms. Kela Lewis in the Office of the Associate Dean for Research and Graduate Studies.