

## **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**

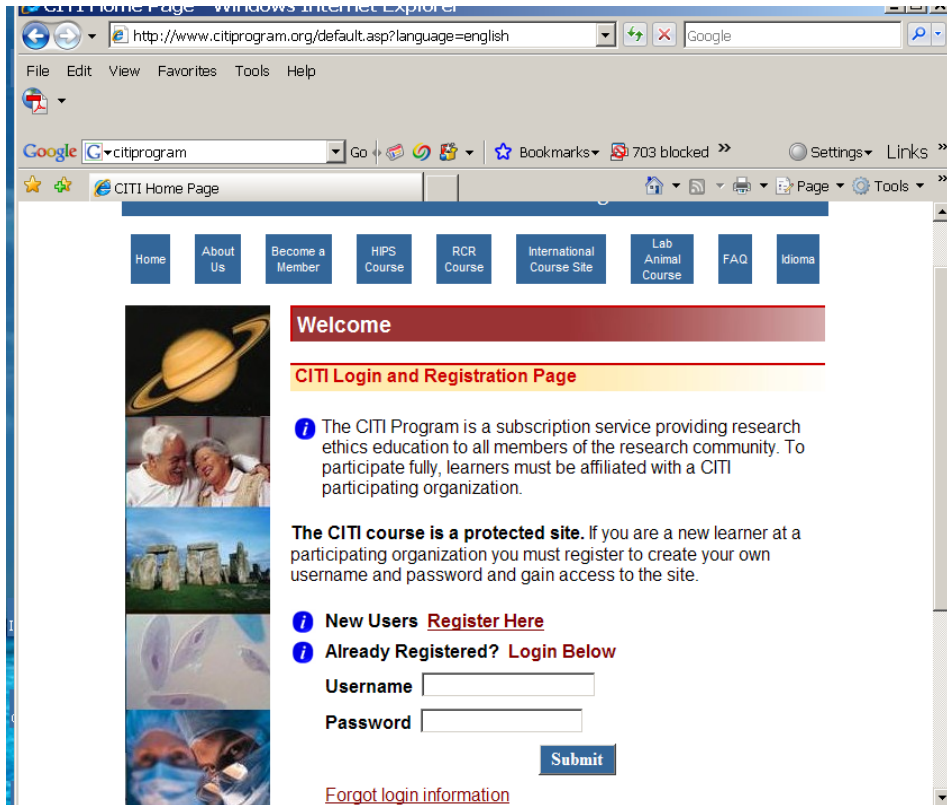
1. To get started you will need to register with CITI LabAnimal Welfare.
2. After logging onto the site [www.citiprogram.org](http://www.citiprogram.org) you will be presented with a series of questions or options to enable you to enroll in the Learner Group Modules to which you have been assigned.
3. 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](http://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



http://www.citiprogram.org/default.asp?language=english

File Edit View Favorites Tools Help

Google G citiprogram Go Bookmarks 703 blocked Settings Links

CITI Home Page

Home About Us Become a Member HIPS Course RCR Course International Course Site Lab Animal Course FAQ Idioma

**Welcome**

**CITI Login and Registration Page**

**i** 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 is a protected site.** If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

**i** New Users **Register Here**

**i** Already Registered? **Login Below**

Username

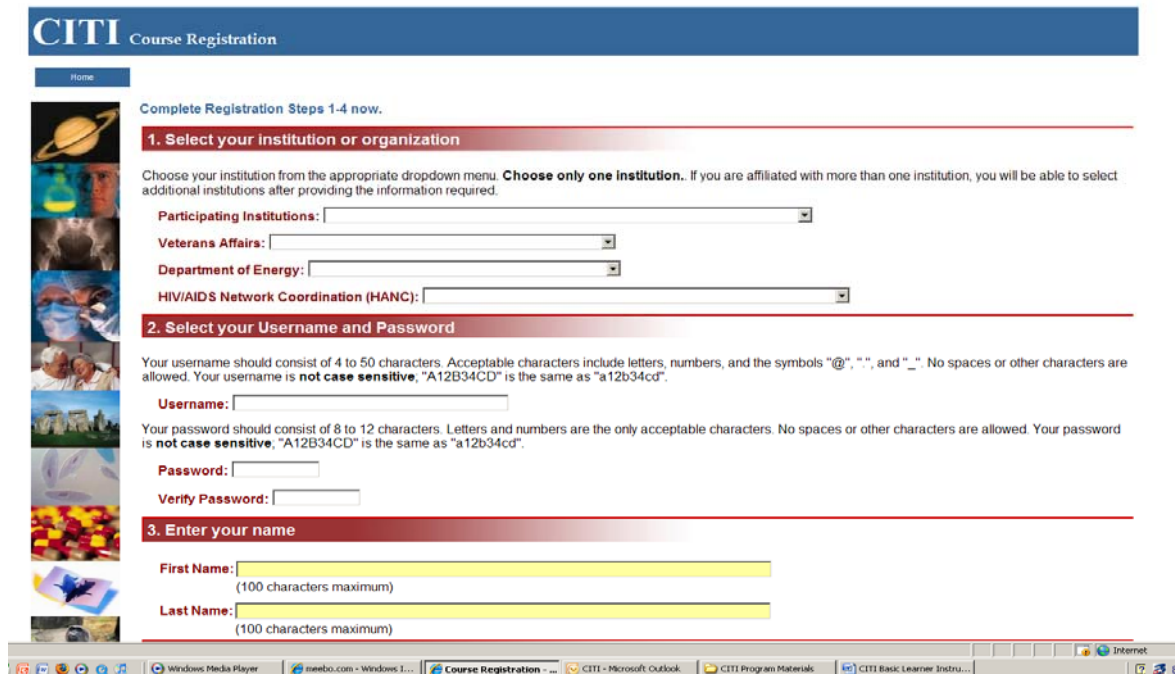
Password

**Submit**

[Forgot login information](#)

## Image 2: Registration Page continued

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



**CITI Course Registration**

Home

Complete Registration Steps 1-4 now.

### 1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

### 2. Select your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "\_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Username:

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

### 3. Enter your name

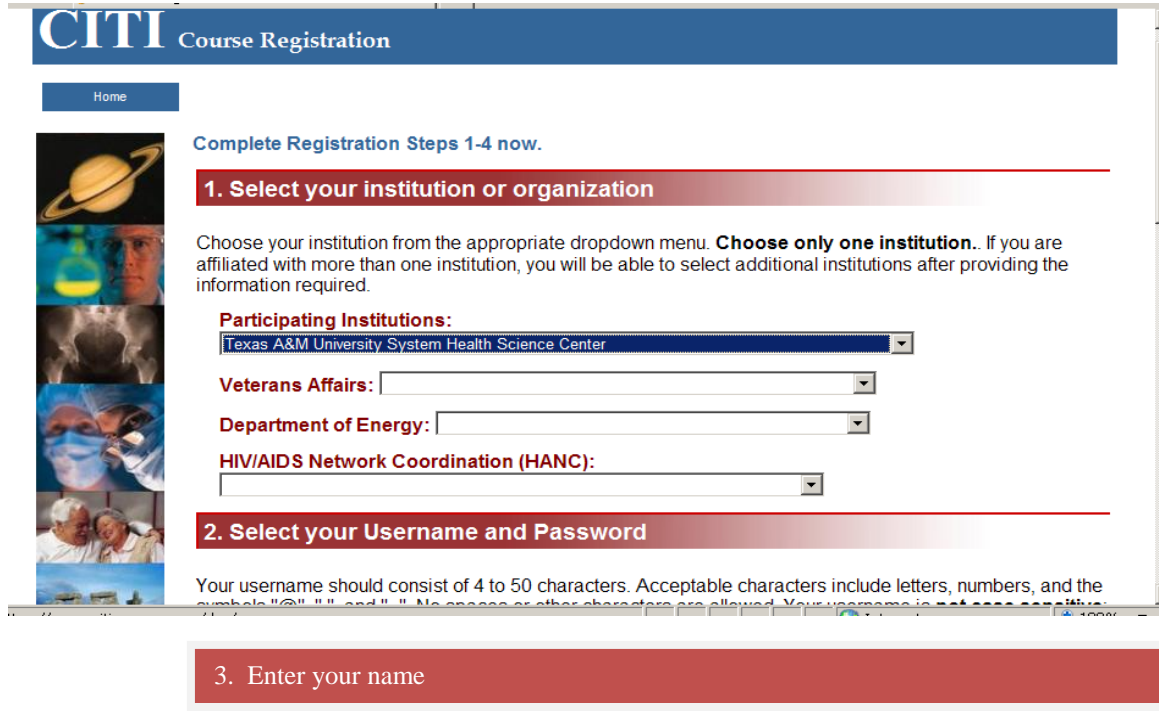
First Name:   
(100 characters maximum)

Last Name:   
(100 characters maximum)

Windows Media Player | msnbo.com - Windows 1... | Course Registration - ... | CITI - Microsoft Outlook | CITI Program Materials | CITI Basic Learner Instru... | Internet

### 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).



The screenshot displays the CITI Course Registration interface. At the top, a blue header bar contains the text "CITI Course Registration". Below this, a navigation bar includes a "Home" button. On the left side, there is a vertical stack of five small images: a planet with rings, a person's face, a medical scan, a person wearing a face mask, and two elderly people. The main content area is titled "Complete Registration Steps 1-4 now." and is divided into two sections by red horizontal lines.

**1. Select your institution or organization**

Choose your institution from the appropriate dropdown menu. **Choose only one institution..** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

**Participating Institutions:**

Texas A&M University System Health Science Center

**Veterans Affairs:**

**Department of Energy:**

**HIV/AIDS Network Coordination (HANC):**

**2. Select your Username and Password**

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "-". No spaces or other characters are allowed. Your password is not case sensitive.

**3. Enter your name**

#### 4.. Enter your personal data

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

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.

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Select Curriculum

**CITI** Collaborative Institutional Training Initiative

[Resources](#) [Main Menu](#) | [Select Language](#) | [Logoff](#)

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**Select Curriculum - Texas A&M University System Health Science Center**

[Review the \*Texas A&M University System Health Science Center\* Instructions page.](#)

**Question1** **Human Subjects Research**

**Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.**

Choose one answer

- ☐ **Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- ☐ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- ☐ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

http://www.citiprogram.org/citidocuments/TAMUSHSC/citiinstructions.htm Internet

### 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.

The screenshot shows a web browser window titled 'Select Curriculum'. The main heading is 'Question2 Laboratory Animal Welfare'. Below this, a blue instruction text reads: 'Do you conduct studies that use Lab animals?, this is an OPTIONAL Course'. This is followed by three blue bullet points: 'If YES, then you must complete the Basic course and the appropriate species specific modules.', 'If you are an IACUC Member you should complete the "Essentials for IACUC Members".', and 'Choose the appropriate species specific electives according to your research interests.' Below these is a green instruction text: 'Choose all that apply'. This is followed by two green checkbox questions: 'Working with the IACUC Course" is required if you plan to use lab animals in your work.' and 'If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.'. Below these is another green instruction text: 'Choose the appropriate species specific electives depending on your work or interests.' This is followed by two green checkbox questions: '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".' and '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.' The browser's address bar shows 'Internet' and the status bar shows '100%'.

Select Curriculum

Question2 **Laboratory Animal Welfare**

Do you conduct studies that use Lab animals?, this is an OPTIONAL Course

- ▶ If YES, then you must complete the Basic course and the appropriate species specific modules.
- ▶ If you are an IACUC Member you should complete the "Essentials for IACUC Members".
- ▶ 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.

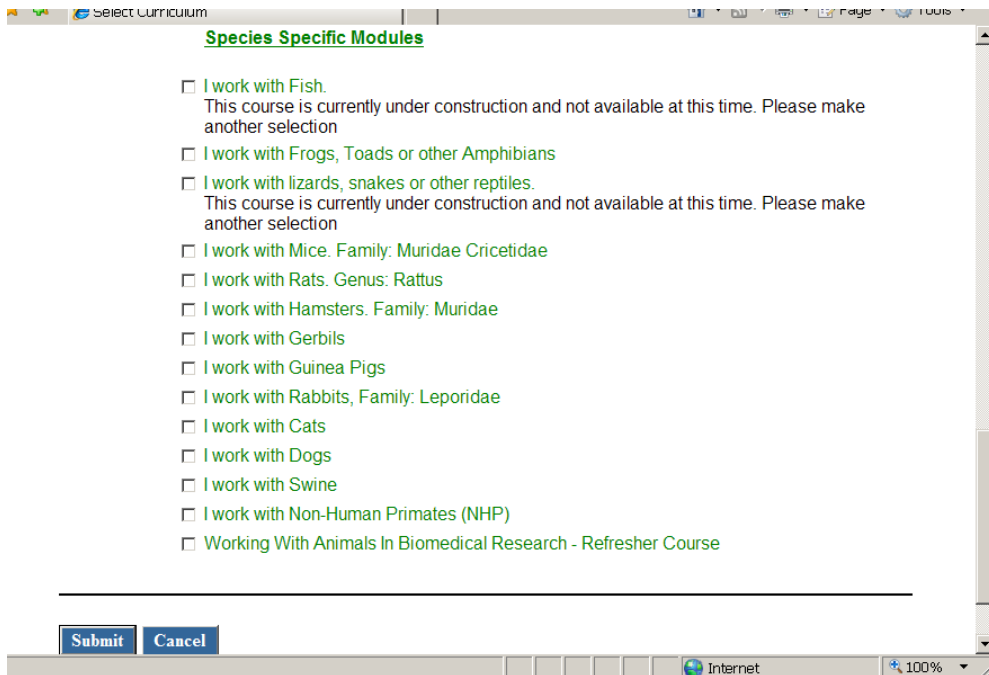
Choose the appropriate species specific electives depending on your work or interests.

- ☐ 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.

Internet 100%

### Image 6: Select Curriculum Page continued

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



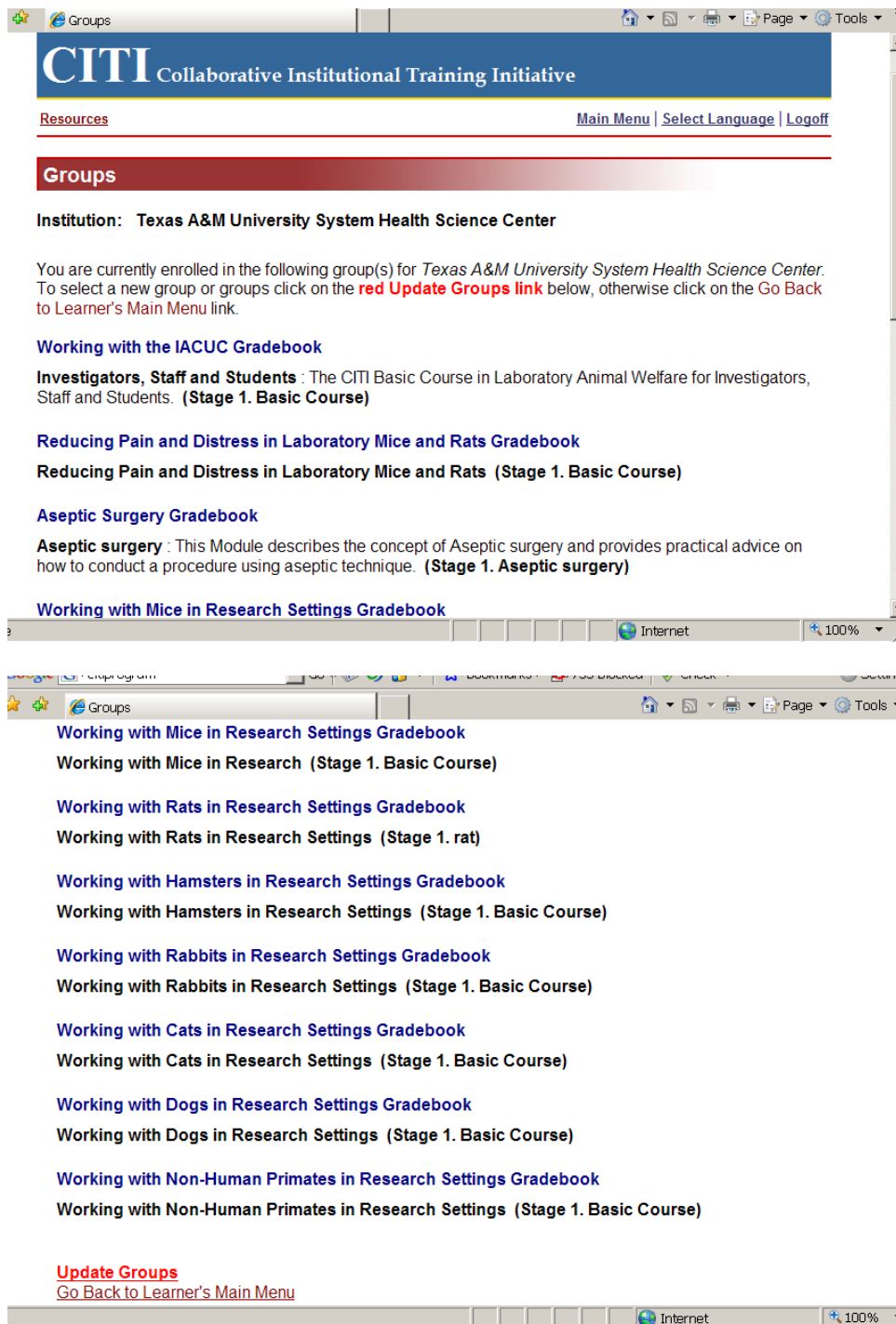
The screenshot shows a web browser window titled "Select Curriculum". The page content is titled "Species Specific Modules" in green text. Below this title is a list of modules, each preceded by an unchecked checkbox. The modules are:

- ☐ I work with Fish.  
This course is currently under construction and not available at this time. Please make another selection
- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with lizards, snakes or other reptiles.  
This course is currently under construction and not available at this time. Please make another selection
- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Hamsters. Family: Muridae
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ I work with Rabbits, Family: Leporidae
- ☐ I work with Cats
- ☐ I work with Dogs
- ☐ I work with Swine
- ☐ I work with Non-Human Primates (NHP)
- ☐ Working With Animals In Biomedical Research - Refresher Course

At the bottom of the page, there are two buttons: "Submit" and "Cancel". The browser's status bar at the bottom indicates "Internet" and "100%" zoom.



**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.

**Main Menu**

- This is the email address we have for you: [pgillaspie@bcd.tamhsc.edu](mailto:pgillaspie@bcd.tamhsc.edu). If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [CME/CEU credits](#)

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**Texas A&M University System Health Science Center** (ID: 1285) [Getting Started](#)

You have enrolled for the following courses:

<b>My Courses</b>	<b>Status</b>	<b>Completion Reports</b>	<b>Voluntary Satisfaction Survey</b>
Working with the IACUC	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Reducing Pain and Distress in Laboratory Mice and Rats	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Aseptic Surgery	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Working with Mice in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Working with Rats in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available

Working with Mice in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Working with Rats in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Working with Hamsters in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Working with Rabbits in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Working with Cats in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Working with Dogs in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available
Working with Non-Human Primates in Research Settings	Not Started - <a href="#">Enter</a>	Not Earned	Not Available

**Add a course or update your learner groups for Texas A&M University System Health Science Center**

**Texas A&M University System Health Science Center Learner Utilities**

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information](#) for Texas A&M University System Health Science Center
- [Previous Coursework](#) Completed
- [Remove my affiliation](#) from Texas A&M University System Health Science Center

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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.