

## CITI Directions – IACUC

1. Go to <http://www.citiprogram.org>
2. Create a username and password:
  - a) Click “Register”
  - b) Under “Select Your Organization Affiliation”, type Bowling Green State University
  - c) Check the boxes to “Agree to the terms of service” and “I affirm that I am an affiliate of Bowling Green State University”
  - d) Click continue to create a username/password
3. After username and password are completed, add the required courses. ALL personnel working on IACUC protocols must complete the “Working with the IACUC” course. You may take other courses if desired or required by your class/PI/committee service.
  - a) On the “Main menu/My courses” page, select “add a course” under “my learner tools”.
  - b) Scroll to Question 4 (“Laboratory Animal Welfare”) and select the “Working with the IACUC” course, along with any other courses needed.
  - c) Select the species you are working with
  - d) Answer Question 5 (“Conflict of Interest”)
  - e) Click “Submit”
4. Complete the course:
  - a) On the “Main menu/My courses” page, click the blue “Investigators, Staff and Students” link to begin the course.
  - b) Complete all modules in the course
  - c) Once all courses are complete, you may print off a training completion certificate (optional)
5. To add another course:
  - a) On the “Main menu/My courses” page, select “add a course” under “my learner tools”.