### **UM CITI Program Account Registration Instructions**

- 1. Go to https://about.citiprogram.org/
- 2. Click "Register." You may see one of two screens:



		GRAM	English 🕶
LOG IN	LOG IN THROUGH MY	ORGANIZATION	REGISTER
	Username	Forgot?	
	Password	Forgot?	
	Log Ir	1	

New to the CITI Program? Read the getting started guide or watch the getting started video.

Need Help? <u>Support Center</u> <u>Status Page</u>

### 3. Affiliate with the University of Mississippi-Oxford



New to the CITI Program? Read the getting started guide or watch the getting started video.

4. Fill out your information. Make sure to use your UM email address!

Personal Information	
* indicates a required field.	
* First Name	* Last Name
* Email Address	* Verify email address
We urge you to provide a se access the first one. If you fo address. Secondary email address	cond email address, if you have one, in case messages are blocked or you lose the ability orget your username or password, you can recover that information using either email Verify secondary email address

### 5. Create a Username and Password

* indicates a required field.		
Your username should consist "a12b34cd". Once created, you	of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as ar username will be part of the completion report.	
* User Name		
Your password should consist "a12b34cd".	of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as	
* Password	* Verify Password	
Please choose a security quest information, you will have to	tion and provide an answer that you will remember. <b>NOTE: If you forget your login</b> <b>provide this answer to the security question in order to access your account</b> .	
* Security Question		

## 6. Finalize Registration

Steps: <u>1</u> <u>2</u> <u>3</u> <u>4</u>
* indicates a required field.
Would you like to connect your ORCID <sup>®</sup> iD to your CITI Program account? 🥹
D Connect your ORCID ID
* Country of Residence
Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.
* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 😣
⊖ Yes
○ No
Finalize Registration

7. Fill out your UM information to the best of your ability.

Affiliate with an Institution University of Mississippi - Oxford	
Home > Profiles > Affiliate with an Institution	
<ul> <li>Please provide the following information requested by University of Mississippi - Oxford.</li> <li>Fields marked with an asterisk (*) are required.</li> </ul>	
Language Preference	
Institutional email address * We recommend providing an email address issued by University of Mississippi - Oxford or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help University of Mississippi - Oxford officials identify your learning records in reports.	

8. Select "Animal Care and Use." Click "Next" when complete.

* Select the course most appropriate to your research activities. Choose all that apply
BASIC Human Research Course
Animal Care and Use
Biosafety and Biosecurity (BSS)
Laser Safety
Radiation Safety
Laboratory Chemical Safety
Conflict of Interest (COI)
Responsible Conduct of Research courses only.
Research Security Training
Non-Laboratory Personnel in Laboratory Areas

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### 9. Select the Learner Group(s) that applies to you. Click "Next" when complete.

\* Available Animal Care and Use Courses Do you conduct studies that use Lab animals or Wildlife animals? If YES, then you must complete the Basic course and the appropriate species/ model specific modules. Choose all that apply

Laboratory Animal Researcher. If you plan to conduct animal research with laboratory animals such as laboratory rodents, rabbits, fish, etc.

□ Wildlife Animal Researcher. If you plan to conduct animal research with wildlife/wild caught animals such as racoons, amphibians, opossums, etc.

□ IACUC Members. If you are an IACUC member.

□ IACUC Community Member: If you are an IACUC community member.

□ **Non-Laboratory Personnel** – If you are a contractor, visitor, or a member of maintenance that will be entering laboratory areas.

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# 10. Select all the species of animals you will be working with. Click "Next" when complete.

* Species/Model Specific Modules Choose the appropriate specific animal elective module (s) depending on your work and interests.
<b>Required</b> for Laboratory Animal Researchers and Wildlife Animal Researcher. <b>Optional</b> for IACUC Members and Community Members
Choose all that apply
Amphibians
□ Fish
Genetically Modified Mice
□ Gerbils
Guinea Pigs
Hamsters
Mice
Rabbits
Rats
Zebrafish (Danio rerio)

11. If you are performing surgery or non-surgical procedures that fall into Pain and Distress Categories D and/or E, follow the prompt. If not, select "Not at this time." After you complete this page, you will be routed to your course page, and you are ready to begin!

Are you conducting surgery or procedures that fall under Pain and Distress Categories D and/or E?

- If you are performing surgery on animals, Aseptic Surgery is required. If you are performing surgery on mice or rats, you must complete **BOTH** Reducing Pain and Distress in Laboratory Mice and Rats and Aseptic Surgery training.
- If you are conducting non-surgical procedures with mice or rats that involve Pain and Distress Categories D and/or E, ONLY Reducing Pain and Distress in Laboratory Mice and Rats is required.

Choose all that apply

Reducing Pain and Distress in Laboratory Mice and Rats and Aseptic Surgery training.

□ Aseptic Surgery

Not at this time

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