

EMPORIA STATE UNIVERSITY™

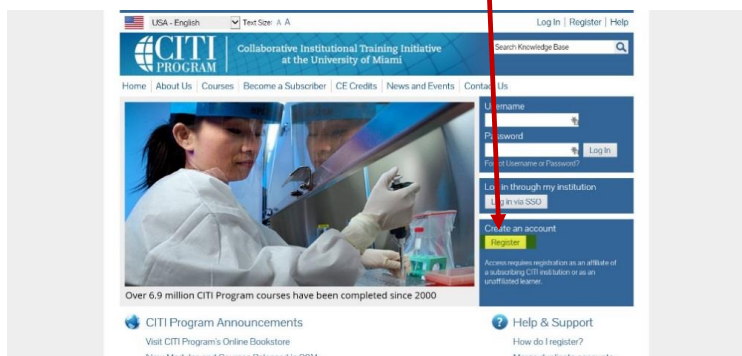
Instructions for accessing CITI Animal Care and Use (ACU) Training

Go to: <https://www.citiprogram.org/>

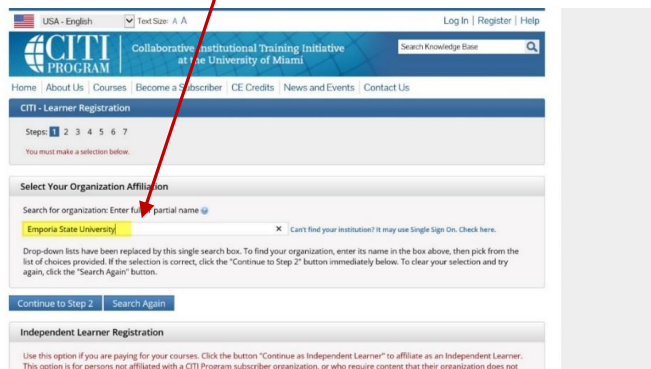
If you are already registered with CITI - Login with your account information. Go to Step 7.

For new users, create an account:

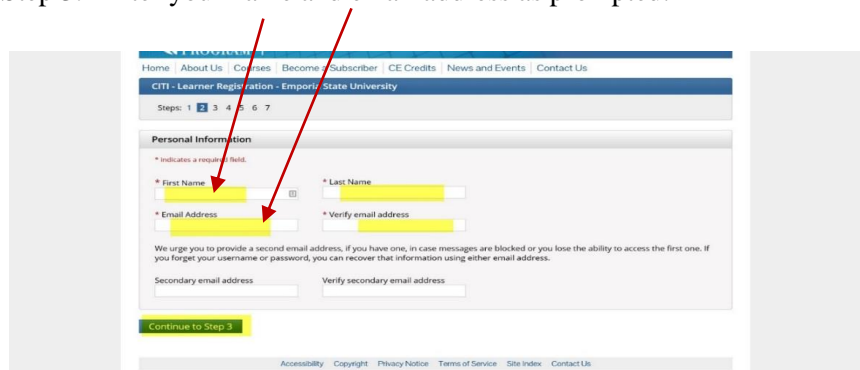
Step 1: Create an account – click on the “Register” button located in the blue log-in box on the right.



Step 2: Type Emporia State University in the Organization field.



Step 3: Enter your name and email address as prompted.



Step 4: Choose a username and password, following the instructions and expected parameters. You will also select a security question, which will be used to assist you if you forget your username or password. The Research and Grants Center will NOT be able to help you recover your account.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name
kernler

Your password should consist of 6 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password

* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question
[Dropdown menu]

* Security Answer
[Text field]

Continue to Step 4

Step 5: Provide demographic information – If you prefer not to answer, select that option.

USA - English | Text Size: A A | Log In | Register

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami | Search Knowledgebase

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Emporia State University

Steps: 1 2 3 4 5 6 7

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? [?](#)
Why does CITI Program use these categories? [?](#)

* Indicates a required field.

I identify my Gender as:

Female
 Male
 Transgender or Other
 Prefer not to answer

I identify my Ethnicity as:

Hispanic or Latino [?](#)
 Not Hispanic or Latino
 Prefer not to answer

I identify my Race as: (you may select more than one)

American Indian or Alaska Native [?](#)
 Black or African American [?](#)
 Asian [?](#)
 Native Hawaiian or Other Pacific Islander [?](#)
 White [?](#)
 Prefer not to answer

Continue to Step 5

Step 6: Respond NO to Continuing Education (CEU) credits and decide if you want to participate in research surveys.

Once your registration is complete, click on “Finalize Registration.” You will then be able to access the Main Menu of your account. The courses based on the learner group you belong to will be listed and you can then begin the modules.

Step 7: Institution specific. Requests information about your role at ESU.

If you do not see the Animal Care and Use course listed, select “Add a Course or Update Learner Groups.”

Question 1 – Select “Not at this Time.”

Question 2 – There are two main “learner” groups for ESU: Researchers/Research Administrators and Staff, and IACUC Members (only for members of ESU’s Institutional Animal Care and Use Committee). **If you are NOT a member of the animal care and use committee, then you should select the Researchers/Research Administrators and Staff option.**

You will also select which animal group you will be working with – there are courses specifically designed for different animals. Check all that apply.

Question 3 – Unless you have been so instructed, you are NOT an Institutional/Signatory Official and should not select either of the first two options.

The screenshot shows a survey interface. At the top, there are two checkboxes: "I work with Zetranish" and "Wildlife Research". Below this is "Question 3" titled "Institutional/Signatory Official". The instruction says "Select the group appropriate to your research activities." and "Choose all that apply". There are three options: "Institutional/Signatory Official: Human Subject Research", "Institutional Official: Animal Care and Use", and "Not at this time." The "Not at this time." option is selected with a red checkmark. Below this is "Question 4" titled "Responsible Conduct of Research". The instruction says "Please make your selection below to receive the course in the Responsible Conduct of Research." and "Choose one answer". There are four radio button options: "Biological/ Biomedical Sciences", "Humanities", "Physical Sciences", and "Not at this time." The "Not at this time." option is selected with a red checkmark.

Question 4 – Select “Not at this Time” unless you wish to enroll in the Responsible Conduct of Research course (not mandatory at this time).

Question 5 – Select “Not at this Time” unless you wish to enroll in the Conflicts of Interest course (not mandatory at this time).

The screenshot shows a survey interface. The top section is "Responsible Conduct of Research" with the instruction "Please make your selection below to receive the course in the Responsible Conduct of Research." and "Choose one answer". There are five radio button options: "Biological/ Biomedical Sciences", "Humanities", "Physical Sciences", "Social, Behavioral, and Education (SBE) Sciences", "Research Administration", and "Not at this time." The "Not at this time." option is selected with a red circle. Below this is "* Question 5" titled "Would you like to take the Conflicts of Interest course?". The instruction says "Choose one answer". There are two radio button options: "Yes" and "No". The "No" option is selected with a red circle. A red arrow points to a "Submit" button at the bottom left.

Click Submit – the Animal Care and Use course should now be listed and you may proceed.

You must receive at least 80% to receive a completion certificate. The completion certificate will not be available until all modules have been successfully completed.

The “Support” link at the top of the page is very helpful and contains information on contacting their help desk. ESU’s IT department will NOT be able to provide assistance in using the CITI

program. If you experience problems you will need to contact the CITI help desk.

Once you have completed the course, you should print out the certificate for your records. Certificates are good for three years. You will be automatically notified by CITI when your certificate has expired and you will be instructed to take the refresher course at that time.

Researchers requesting approval to use animals in research will not receive approval until the appropriate modules have been successfully completed.

Questions? Contact: Pam Fillmore, 620-341-5351, email pfillmor@emporia.edu.