**Collaborative Institutional Training Initiative (CITI) Program (**[**www.citiprogram.org**](http://www.citiprogram.org)**)**

**Online Animal Training Courses, Wildlife Users**

**COURSES AVAILABLE (take only those courses that are specific to your animal research)**

**For Wildlife users please take the following; Laboratory Animal Welfare for Investigators, Students and Staff, Wildlife Research and complete species-specific modules if applicable.**

**FIRST TIME USE OF THE CITI WEB SITE:**

1. Go to [www.citiprogram.org](http://www.citiprogram.org)
2. Select “Create an account - register”
3. “Select your institution or organization” Select **Univ of Montana** from the list of institutions (leave Veterans Affairs through Korea blank); Continue to Step 2
4. “Name and email address”; Continue to Step 3
5. “Username and Password”; Continue to Step 4
6. “Gender, Ethnicity and Race”; Continue to Step 5
7. “Continuing Education Unit credits”; Select **NO;** Continue to Step 6
8. “Personal Information” fill in information with **\*** only
9. “Which course do you plan to take?” Select **Laboratory Animal Welfare,**
10. “Select Curriculum”; Select “**Continue to Question 1 at this time**”
11. Question 1: “Laboratory Animal Welfare course”
12. **Check** the appropriate box for the animals you work with in the animal lab (mice, rats, aseptic surgery, painful procedures, etc.). *See example on next page*
13. Questions 2-9:
14. **Check the last box of each question if available**, “…I am not required …” or “Not at this time” or “No”
15. Question 10: “Biosafety/Biosecurity” (check appropriate boxes if working with biohazards)
16. Question 11: “Laboratory Chemical Safety “(check ‘yes’ if you are working in a laboratory)
17. Select “Finalize registration”
18. You will be sent an email by CITI to confirm your email address and complete the registration. Click on the link CITI sends to you, and
19. Sign in to CITI using your Username and Password

**SUBSEQUENT USE OF CITI WEB SITE:**

1. Go to [www.citiprogram.org](http://www.citiprogram.org)
2. Login using your user name and password
3. University of Montana Courses – shows those courses passed, not started, or not finished
4. Learner Tools for University of Montana
	1. Add a course or update learner groups
	2. View previously completed coursework
	3. Update institution profile
	4. View Instructions page
	5. Remove Affiliation

**Problems using the CITI web site: call 888-529-5929 or e-mail at** **support@citiprogram.org**

**Question 1**

Laboratory Animal Welfare Course Do you conduct or supervise studies that use laboratory animals?

* If YES and you are a PI, then you must complete the Basic course and the appropriate species-specific modules.
* If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.
* Choose the appropriate species-specific courses according to your work and interests.
* The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.
* If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.
* Institutional Official
* IACUC Chair
* Post-Approval Monitoring (PAM)
* Aseptic Surgery
* Wildlife Research
* I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

* I work with mice.
* I work with rats.
* I work with hamsters.
* I work with frogs, toads or other amphibians.
* I work with guinea pigs.
* I work with rabbits.
* I work with fish.
* I work with swine.
* I work with reptiles.
* I work with genetically modified mice.
* I am not required to complete a lab animal welfare course.