

CITI Instructions-Animal Care and Use

Institutional Animal Care & Use Committee ♦ 223 Scott Hall ♦ 405-744-3592

Oklahoma State University subscribes to the Collaborative Institutional Training Initiative (CITI) as a component of our training efforts for individuals who conduct research, teaching, and/or testing activities involving animals. The online training program titled *Animal Care and Use* consists of two general training courses, *Working with the IACUC* and *Working with the IACUC-Refresher Course*, as well as many electives. Courses include instructional material, suggested readings, and short quizzes. You must earn a cumulative score of 80% to pass/complete a course. **If you have never created an account through CITI, please follow the instructions that follow to register as a new user.** Go to the CITI website <https://www.citiprogram.org/>

If you are an OSU employee or student and have an O-Key email account:

- Click on *Log in*, then Go to *Log in through my institution* (SSO-Single Sign On).
- Scroll down the list of institutions and click on *Oklahoma State University*.
- Enter your OSU email address ending with @okstate.edu and your O-Key password.
- Click on *Login* or hit the enter key.
- Choose the option: *I don't have a CITI Program account and I need to create one.*
- Click on the hyperlink *Click here to create a new CITI Program account.*
- You will be returned to the CITI Main Menu for Oklahoma State University Courses.

If you are NOT an OSU employee or student and do not have an O-Key email account:

- Click on *Register*.
- Type Oklahoma State University in the text box under *Select Your Organization Affiliation*. (**Do not select Oklahoma State University Center for Health Sciences.**) Click on *Continue to Step 2*.
- Complete Steps 2-6 as directed and continue to Step 7.

If you already have an account with CITI from another institution:

- Log in to your CITI account using your existing login information from the other institution.
- On the Main Menu select *Click here to affiliate with another institution*.
- Type Oklahoma State University in the text box under *Select Your Organization Affiliation*. (**Do not select Oklahoma State University Center for Health Sciences.**)

Everyone will follow the next steps:

- Click on *Add a Course or Update Learner Groups*. If you do not see this option, click on *Oklahoma State University Courses* and then click on *Add a Course or Update Learner Groups*.
- For Questions 1 – 3, select *not at this time* (unless you need to complete any of the listed courses).
- For Question 4 *Animal Care and Use*, select *Working with the IACUC* and any other course(s) you have been instructed to take by the IACUC. Choose any optional courses you wish to take.
- For Questions 5 – 10, select *N/A, not at this time*, or *no* (unless you need to complete any of the listed courses). Click on *Submit*.
- You will be returned to a webpage that will contain the course(s) you have chosen.
- To take a course, click on the course name, which is a hyperlink.
- Complete the Integrity Assurance Statement, which you access via a hyperlink and then click on *Submit*.

To take a course, click on the course name, which is a hyperlink. You do not have to complete all of a particular course in one sitting. You can exit the website and return another time to complete unfinished courses. Once a course is completed, print the completion report and keep a copy for your records. CITI will automatically notify the OSU Office of University Research Compliance of your completion results (pass/fail).

If you have questions about this training or need additional information on how to register with CITI, please contact the IACUC Office at 405-744-3592.