CITI Program Registration Instructions

Go to [https://louisiana.edu/](https://louisiana.edu/)

Step 1: hover your mouse over Research

Step 2: Click on For Researchers
Step 3: Hover your mouse over Research Integrity

Step 4: Click on Institutional Review Board
Step 5: Scroll down to Training

Training

Please note – The National Institutes of Health (NIH) “Protection of Human Research Subjects” is no longer available.

You must take the human subject research training through the Collaborative Institutional Training Initiative at the University of Miami (CITI).

First time users of the CITI training will need to register. Click the white “Register” button at the top of the page.

You will be prompted to create a username and password.

In the blank on the page to “find your organization”, type “University of Louisiana at Lafayette” (which will self-populate)

Agree to terms of use and select confirmation of the school affiliation.

Continue to step 3 where you will select “University of Louisiana at Lafayette Courses”

On the courses page, Questions 1–7 should be answered “not at this time” or left blank unless you would like to view a course.

In question 8, select “Social and Behavioral Conduct of Research”. There are 9 modules to complete in the course.

Note - you may update your course selections later by clicking the “add a course button at the bottom of your “My Courses” page. The Responsible Conduct of Research Training could be very useful for starting discussions in Research Ethics classes.

There is no charge to faculty, staff, or students to use this material.

Step 6: Click on CITI

Training

Please note – The National Institutes of Health (NIH) “Protection of Human Research Subjects” is no longer available.

You must take the human subject research training through the Collaborative Institutional Training Initiative at the University of Miami (CITI).

First time users of the CITI training will need to register. Click the white “Register” button at the top of the page.

You will be prompted to create a username and password.

In the blank on the page to “find your organization”, type “University of Louisiana at Lafayette” (which will self-populate)

Agree to terms of use and select confirmation of the school affiliation.

Continue to step 3 where you will select “University of Louisiana at Lafayette Courses”

On the courses page, Questions 1–7 should be answered “not at this time” or left blank unless you would like to view a course.

In question 8, select “Social and Behavioral Conduct of Research”. There are 9 modules to complete in the course.

Note - you may update your course selections later by clicking the “add a course button at the bottom of your “My Courses” page. The Responsible Conduct of Research Training could be very useful for starting discussions in Research Ethics classes.

There is no charge to faculty, staff, or students to use this material.
Step 7: Click on Register

Step 8

- Type in the Search Bar: University of Louisiana at Lafayette
- Check both check boxes below it
- The click Continue To Create Your CITI Program Username/Password
Step 9

- Type in your first and last name
- Next type in your school email address
- Then a secondary email address to be able to recover your account if you forget your password. If you don’t have a secondary email, then leave blank.
- Then click Continue to Step 3
Step 10

- Enter in your username, password, and select a security question to answer.
- Click Continue to step 4

Step 11

- Enter in your Country of residence
- Click Continue to step 5
Step 12

- Check yes or no if you want to receive Continuing Education Unit credit for completed CITI Program Courses
- If you picked yes, check what type of credit you would like to earn. If you chose no, skip this step
- Check yes or no if you want to participate in research surveys at a later date
- Check yes or no if you want to be contacted with marketing information at a later date
- Click Continue to step 6
Step 13

- Only the fields of institutional Email Address, Department, and Role in Research are required to fill out. The other fields are optional.
- Click Continue to step 7
Step 14

- Select Not at this time or no for All Questions except Question Number 8. You need to select
- Leave question 6 blank
- After you finish answering the questions, you should select the complete Registration button.
Question 4

Biosafety/Biosecurity
Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

- Introduction to Biosafety
- Basic Biosafety Training
- Biosafety Recertification
- Animal Biosafety
- Shipping and Transport of Regulated Biological Materials
- OSHA Bloodborne Pathogens
- Select Agents, Biosecurity, and Bioterrorism
- Emergency and Incident Response to Biohazard Spills and Releases
- Human Gene Transfer Trials
- NIH Recombinant DNA (rDNA) Guidelines
- OSHA Personal Protective Equipment Training
- Institutional Biosafety Committee Member
- Biosafety Complete Training
- Dual Use Research of Concern (DURC)
- Not at this time.

Question 5

If you want to take Health Information Privacy and Security (HIPR) optionally, please make your selection below.

Choose all that apply

- Health Information Privacy and Security (HIPR) Course - Information for Clinicians
- Health Information Privacy and Security (HIPR) Course - Information for Investigators
- Health Information Privacy and Security (HIPR) Course - Information for Students or Instructors
- Health Information Privacy and Security (HIPR) Course - Information for Fundraisers
- Health Information Privacy and Security (HIPR) Course - Information for Marketers
- Not at this time.
Question 6

**Laboratory Animal Research**

Do you conduct studies that use lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.

2. If you are an IACUC Member you should complete the “Essentials for IACUC Members.”

3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply:

- Working with the IACUC Course is required if you plan to use lab animals in your work.
- If you are an IACUC Member you are required to complete the “Essentials for IACUC Members” course now.
- Institutional Official: Animal Care and Use
- IACUC Community Member
- Antibody Production
- If you are planning to do surgical surgery on animals, you may want to complete the “Surgical Surgery” course now. Your Institution may require this.
- If you plan to conduct studies that have the potential to cause “more than momentary pain and distress” in Mice or Rats you should complete the module on “Minimizing Pain and Distress.”

Choose the appropriate species specific electives depending on your work or interests.

- I work with Mice, Family: Muridae, Cricetidae
- I work with Rats, Genus: Rattus
- I work with Frogs, Toads or other Amphibians
- I work with Hamsters, Family: Muridae
- I work with Gerbils
- I work with Guinea Pigs
- Working With Ferrets in Research Settings
- I work with Rabbits, Family: Leporidae
- I work with Fcn
- I work with Cezs
- I work with Dogs
- I work with Stains
- I work with Non-Human Primates (NHP)
- Working With Animals In Biomedical Research: Refresher Course

Question 7

Would you like to take the IIRB Chair course?

Choose one answer:

- Yes
- Not at this time.

Question 8

**Human Subjects Research**

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply:

- Social & Behavioral Research Investigators
- Basic Additional Modules of Interest

**IMPORTANT NOTICE**

I have confirmed that the course(s) that I will purchase as an Independent Learner are not available from an organizational subscriber to CITI Program with which I am affiliated. Note: CITI Program does not issue refunds for courses if you later determine that your organization provides access.

Complete Registration
Step 15: Complete Registration

- Click on Finalize Registration