Step-by-Step Guide for Accessing CITI Program Training for IACUC Compliance:

Visit wou.edu/iacuc and click on "Click to start animal subjects research CITI training!" button.

STEP 1: Register/Log In

Log in with your previously-created WOU-affiliated CITI Program username and password, or Register to create a new WOU-affiliated account if you do not have one previously.

Login Page:			
		ITI OGRAM	English -
LOG IN	LOG IN THROUGH	MY ORGANIZATION	REGISTER
	Username	Forgot?)
	Password	Forgot?	
New to the CITI F	Lo Program? Read the <u>getting</u> <u>vi</u>	ig in g <u>started guide</u> or watch th deo.	ne g <u>etting started</u>
	Need Help? S	<u>Support Center</u>	
We use cookies preference communications.	and other tracking techn s, as well as to analyze tr To learn more, review ou to the use of th	ologies to recognize your r affic and measure the effer r <u>Cookie FAQ</u> . By using our ese technologies.	repeat visits and ctiveness of · Sites, you consent

Registration Page:

CITI - Learne	r Registration
Steps: 1 2	3 4 5 6 7
Select Your (Drganization Affiliation
This option is	for persons affiliated with a CITI Program subscriber organization.
To find your c	rganization, enter its name in the box below, then pick from the list of choices provided. ${old O}$
Western Or	egon University
Western Oreg username and	on University only allows the use of a CITI Program username/password for access. You will create this d password in step 2 of registration.
I AGREE to	the Terms of Service and Privacy Policy for accessing CITI Program materials.
I affirm the	at I am an affiliate of Western Oregon University.
Create a Cl	TI Program account

<u>STEP 2:</u> Select Courses. After logging in you will come to a page that should list "Western Oregon University". Click "View Courses" next to this

Institutional Courses	6
Institutional Courses are available to learners who have an a more subscribing institutions. If an institution with which you listed, you may want to <u>add an affiliation</u> . If you are no longe institution, you may want to <u>remove an affiliation</u> .	ffiliation with one or I are affiliated is not er associated with a listed
Western Oregon University	View Courses
Would you like to affiliate with another Institution?	Add Affiliation

At the bottom of the page under "Learner Tools for Western Oregon University" click "Add a Course":

Courses Ready to Begin	Learner Tools
You have no courses ready to begin for this Institution.	
Completed Courses	Learner Tools
You have not recently completed any courses for this Institution. Full records a available in <u>Records</u> .	of past completions are
Learner Tools for Western Oregon University	
Learner Tools for Western Oregon University	
Learner Tools for Western Oregon University Add a Course • Remove a Course	
Learner Tools for Western Oregon University Add a Course Remove a Course View Previously Completed Coursework 	
Learner Tools for Western Oregon University Add a Course Remove a Course View Previously Completed Coursework Update Institution Profile	
Learner Tools for Western Oregon University Add a Course Remove a Course View Previously Completed Coursework Update Institution Profile View Instructions Page 	

You will then be brought to a screen with a series of three questions.

For Question 1 (Human Subjects Research), click "Not at this Time Thank You".

For Question 2 (COVID 19 Back to Campus...) click "No"

For Question 3, you will see the following list.

Everyone should Select:

• "Working with the IACUC"

If you are planning on completing field research on wildlife, you should <u>also</u> select:

• "Wildlife Research"

Also select the **taxon-specific animal training** that is appropriate for the type of animals with which you are working. Select <u>all</u> that apply.

e.g., Sally is conducting a laboratory project on the antipredator behavior of salamanders in response to chemical cues from fish, and is keeping both amphibians and fishes in the lab. Sally must select all of the following courses: "Working with the IACUC"; "Working with Amphibians in Research Settings"; and "Working with Fish in Research Settings".

	Care and Use (ACU)
Αςμ	courses have been designed to meet the needs of the animal care and
com	munity. You should select the appropriate basic course(s) and animal-
cific o	course(s) based on your work and interests.
Esse IACU	ntials for IACUC Members. This course provides in-depth training for JC members.
IACU IACU	JC Community Member. This course provides in-depth training for JC community members.
Wor pers	king with the IACUC. This course provides basic training for laboratory onnel. It covers the protection of animals used in research.
lnst traii use	tutional Official: Animal Care and Use. This course provides basic ning for institutional officials at organizations with an animal care and program.
וACU supj	JC Chair. This course provides training for IACUC chairs and Dements the Essentials for IACUC Members course.
Post app	-Approval Monitoring (PAM). This course provides training on post- roval monitoring.
Wild wild	life Research. This course provides training for personnel involved in life research.
lf yo	u plan to conduct studies that have the potential to cause "more than
mor moc	nentary pain and distress" in Mice or Rats you should complete the lule on "Reducing Pain and Distress in Lab Mice/Rats".
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Once you have selected the courses you would like to enrol in, click "Submit" at the bottom of the screen.

These courses will now appear in a list under "Courses Ready to Begin":

Courses Ready to Begin	<u>Learner Tools</u>
Western Oregon University Working with the IACUC Stage 1 - Basic Course	
0 / 9 modules completed	Start Now
Western Oregon University Working with Amphibians in Research Settings Stage 1 - Lab Animal Research 0 / 5 modules completed	Start Now
Western Oregon University Working With Fish in Research Settings Stage 1 - Lab Animal Research	
0 / 6 modules completed	Start Now

STEP 3: Begin Training

To begin training, simply click "Start Now" next to the course of your choice. Click "I Agree" to the Assurance Statement on the next page, and then "Start" next to each module on the following page:

Required Modules			
Complete all 9 required modules.			
Modules	Completed	Score	
Working with the IACUC: Introduction (ID 17660)	Incomplete	-	Start
About the IACUC (ID 17661)	Incomplete	-	Start Complete Required modules
Federal Laws, Policies, and Guidelines (ID 17662)	Incomplete	-	Start
Planning Research and Completing the Protocol Form (ID 17663)	Incomplete	-	Start

Click through each module, reading all information carefully, watching any videos that may be presented, and complete the quiz at the end of each module.

CITI Program will keep track of your progress on all modules and courses, so you may be start and stop and return to any training at any point by simply returning to the CITI training webpage and logging in.

STEP 4: Finishing Training

Once you have completed all required training, please submit a copy of your completion certificate with your Protocol Form and/or email your completed certificate to IACUC@wou.edu