The Collaborative Institutional Training Initiative (CITI) is a training platform used by more than 1130 institutions around the world. CITI has become the most prominent source for animal use training. Additionally, it provides the database support that allows UHCL to document training activity of animal users. Besides complying with federal law and accreditation standards, training in proper animal use and ethics helps to ensure the welfare of animals used by us and reassures the public of our commitment to the ethical use of research animals.

To register for training classes, go to [https://www.citiprogram.org](https://www.citiprogram.org)

Click ‘Register’ to set up an account

Start typing “University of Houston-Clear Lake” in the box provided to search for our organization. DO NOT choose University of Houston or your records will not be accessible to UHCL. You must affiliate with UHCL first. You will be able to select additional institutions after providing the information required.

Click ‘Continue to Step 2’ when the entire institution name is visible in the box.
Fill in all of the required information and click ‘Continue to Step 3’ when ready.

Choose a username (NOT case sensitive)

Choose a password you will remember (IS case sensitive)

Choose a security question for WHEN you forget your password and click ‘Continue to Step 4’ when ready.
Answer the demographics questions provided and click ‘Continue to Step 5’ when ready.
DO NOT choose CME/CEU credits unless you know that you need them for your professional certification. Students will unlikely ever need this option. It does not cost individuals who are affiliated with UHCL to take the CITI Laboratory Animal Welfare training. Most will choose “No.” Please note that UHCL is not responsible for the cost associated with CE functionality.

Completely optional, click ‘Continue to Step 6’ when ready.
Fill out the information requested about you by UHCL.

Under the “Role in research” field, faculty and professional staff should choose “Principal Investigator,” “IRB Member,” or “IACUC Member” depending on role. Students should choose “Student Researcher” and either “Graduate Level” or “Undergraduate.” Non-researchers should choose a title that best describes their role (Research Administrator, etc.). Other fields are optional.
Choose Social & Behavior Research for your initial training

If you are a new member or the CPHS committee, take the CPHS Basic course

Leave UN-CHECKED

Choose “Not at this time. Thank you.”
Mark any that apply if working with animals or
IACUC Member
(For this example, we will only be working with the
Social & Behavioral Research Module walkthrough)

Choose “Not at this time.”
Click Complete Registration when ready!

REGISTRATION COMPLETE!
Click on the 2nd tab to affiliate yourself with other
institutions in addition to
UHCL.
Click on the 1ST tab to open the courses you are enrolled in.

Click on the name of the course to open the modules.
There are 16 required modules in the training with quizzes, you must earn at least 80% on the quiz to receive credit.

Complete The Integrity Assurance Statement before beginning the course.

There are 11 supplemental modules in the training with quizzes. You receive no credit for completing them and they are not required, but contain a lot of very useful information!
Agree to the Assurance Statement and click Submit.

The first module should now be active! At the end of each quiz, you can choose to go to the next module or see the grade book. The course will let you know as you pass each module. You can come back at a later time to finish a module.