Instructions for Accessing CITI Training Modules

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The required training module for **laboratory animal research personnel** is: "Working with the IACUC".

After you have registered with CITI and logged in, you will be on the "Main Menu" page.

Next to "Northern Illinois University", click on "View Courses". You should see a list of all of the classes that you've either completed, started but didn't complete, or selected in the past but never started. If the course you want isn't in the list, you can scroll to the bottom of the page, and select "Add a Course". On this page, under question 5, "Laboratory Animal Research" all researchers and research personnel (whether student or faculty) should check "Working with the IACUC Course". Then go to the bottom of the page and click "Submit". This will take you back to the main menu page.

On the main menu page under "Active Courses", you should now see "Working with the IACUC". Click on "Start Now" to begin the course, which has several modules and takes an hour or so to complete. It can be completed in more than one session as needed. You can also attempt the quizzes after each module as many times as necessary.

The required training module for **IACUC members** is "Essentials for IACUC Members".

If you are an IACUC member, the process is the same as for researchers except that after selecting "Add a Course", you will check "Essentials for IACUC Members" under "Laboratory Animal Research" and then scroll down to click "Submit" at the bottom of the page. Then, back on the main menu page, under "Active Courses" you will find "Essentials for IACUC Members", which is the module you should complete.

The other courses that are available through CITI are not the ones we routinely require for IRB purposes, but can provide additional information if desired and may be required in some circumstances.