Instructions for Registering for Animal Research CITI Training

Go to [www.citiprogram.org](http://www.citiprogram.org) and click “Register” at the top right of the screen.

Step 1. Select your Organization Affiliation: Western Carolina University
Step 2. Enter your name and email address.

![Image of Personal Information form]

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address: [Input field]
Verify secondary email address: [Input field]

Continue to Step 3.

Step 3. Create a username, password, and security question.

![Image of Create your Username and Password form]

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

User Name: [Input field]

Your password should consist of 8 to 50 characters. Your password is case sensitive; "A12B34CD" is not the same as "a12b34cd".

Password: [Input field]
Verify Password: [Input field]

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.
Step 4. Enter gender, ethnicity, and race (optional)

Step 5. Enter Continuing Education Credit preferences (optional – most will choose “no”).

Step 7. Select your curriculum by answering the following questions:

**Question 1.** Select “No, I am not required to complete this course at this time.”

![Image of Question 1]

**Question 3.** Select “No, I am not a member of the WCU IRB.”

**Question 4.** Select “No,” unless you are required to take Responsible Conduct of Research training (not required for IRB submission.)

![Image of Question 3 and Question 4]
**Question 5.** Select “No,” unless you are required to take Conflict of Interest training (not required for IRB submission.)

![Question 5](image)

**Question 8.** Select "Yes, I use animals in my research."

**Question 9.** Choose the elective that most closely fits your research animals

![Question 8](image)

![Question 9](image)

When finished, click “Complete Registration” and then “Finalize Registration” on the following page.

You will then be able to start the “Social / Behavioral Research – Basic Course.” You will be required to complete the “Integrity Assurance Statement” before beginning.

![Complete Registration](image)