**Instructions for CITI Program Registration – Animal Care and Use Courses**

Go to the CITI homepage: https://about.citiprogram.org/

Click the 'Register' button at the top of the page. This will open a new window where you will select your institution and create a user ID and password. If you already have an account through CITI, you won't need to register again. You can login with your existing account, select 'Add a Course' in your learner menu, and complete Step 7 below to add the animal care and use courses.

**Step 1.** Enter your institutional affiliation – University of North Dakota (the institution's name must be spelled out – don't use any abbreviations). Check the box to agree to the site's Terms of Service and Privacy Policy. Then, check the box to affirm you are an affiliate of UND and Select 'Continue to Create Your CITI Program Username/Password'.

**Step 2.** Enter your first and last names and your UND email address (using the domain @und.edu) in the spaces provided. If you have a secondary email, it's recommended that you include it here, too. Select 'Continue to Step 3'.

**Step 3.** Enter a Username and Password. Create a Security Question and provide the answer to that question. Select 'Continue to Step 4'.

**Step 4.** Enter Country of Residence: United States. Select 'Continue to Step 5'.

**Step 5.** Respond 'No' to the question about receiving Continuing Education Unit (CEU) credits. Choose whether the CITI Program may contact you regarding future participation in research surveys. Choose whether the CITI Program may contact you regarding marketing information. Select 'Continue to Step 6'.

**Step 6.** Complete all of the items marked with an asterisk (*). The other items are optional and don't need to be completed. Some tips:

- For Department, use your academic department or department of employment.
- For What is your role in research, choose the response that most closely fits with your role.
- Once all required information has been entered, Select 'Continue to Step 7'.

**Step 7.** Select the Animal Care and Use Courses you need to complete. These are located under Question 5 on the course selection page. *You do not need to respond to any of the other questions on this page, only question 5.* Required courses:
- Working with Species (Mice, Genetically modified mice, Rats, Amphibians, etc.) in Research Settings: Select the species you work with most frequently; AND **one** of the following depending on your research focus:
  - Group 1: PIs and Key Personnel Working with Rodents
  - Group 2: PIs and Key Personnel Working with Wildlife

Click 'Complete Registration'. This will take you to a page that indicates your registration with the University of North Dakota is complete. Click 'Finalize Registration'.

You should now be on the Main Menu page. Select 'University of North Dakota – View Courses' to open your course menu. You should have **at least 2** animal care and use courses listed in your course menu (possibly more if you work with more than one species). Click on the name of the course to open the course. You will first have to complete the Integrity Assurance Statement before you can begin working on the modules. There will be a short quiz after each module. You do not need to complete the entire course in one sitting. The system will keep track of what modules you've completed, as well as your scores on each quiz. You must receive an overall score of at least 80% in order to pass. If necessary, you may re-take modules in order to boost your total score.