Accessing the CITI Site for the First Time

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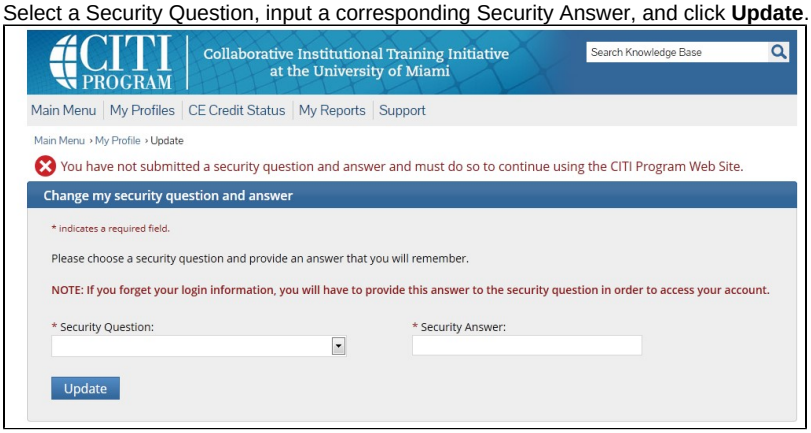
MIT utilizes the CITI program for training on: Ethical Use of Human Subjects in Research, Responsible Conduct of Research (RCR) and Institutional Animal Care and Use Committee (IACUC – known at MIT as the CAC (Committee on Animal Care)).

- **You must log into training through MIT's website to ensure that you are properly associated with MIT and your training records are transferred.**
- **You will need an MIT personal certificate for authentication.**
- **Enter your MIT ID into the "CITI InstPersonID" so that completions will transfer.**

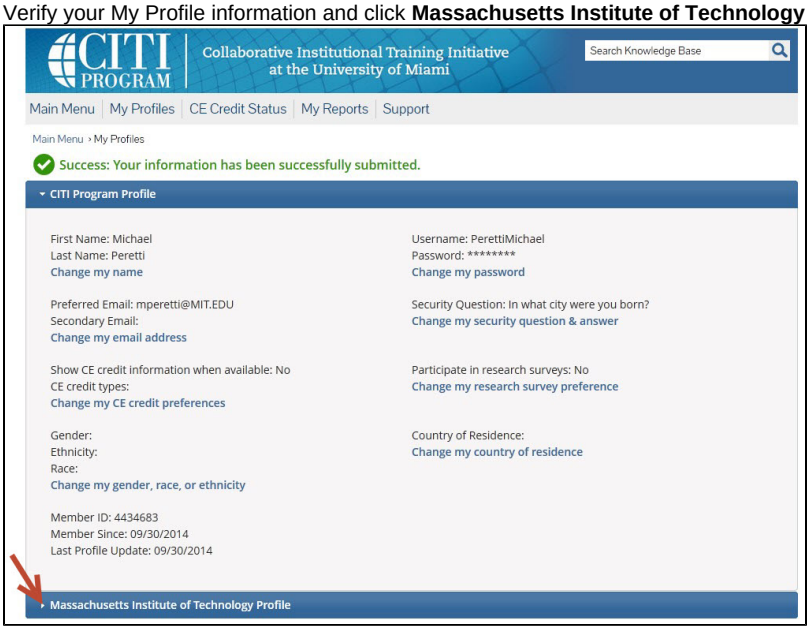
You may access the CITI site by going to:

https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d775&er

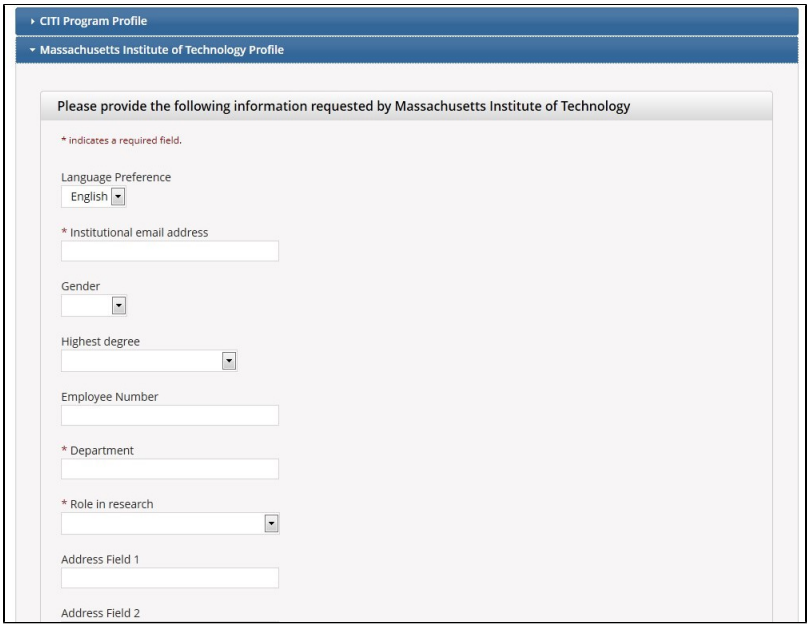
1. Select a Security Question, input a corresponding Security Answer, and click **Update**.



2. Verify your My Profile information and click **Massachusetts Institute of Technology Profile**.



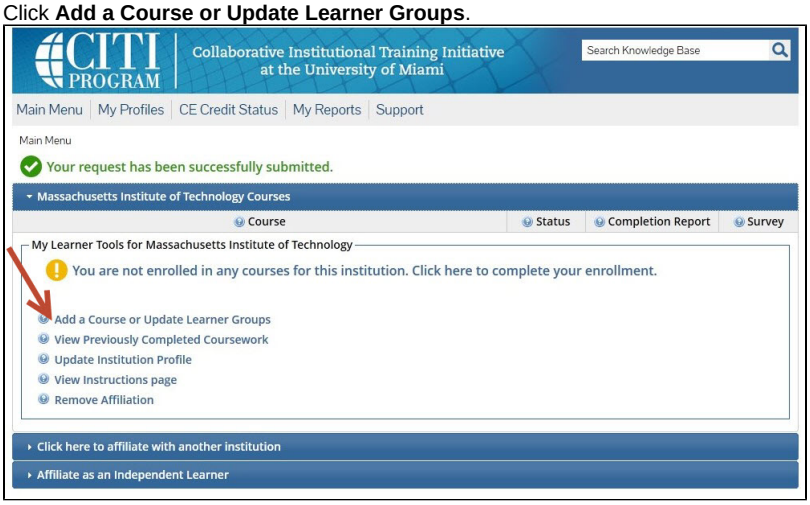
3. Complete all the fields with a red * at a minimum and click **Update**.



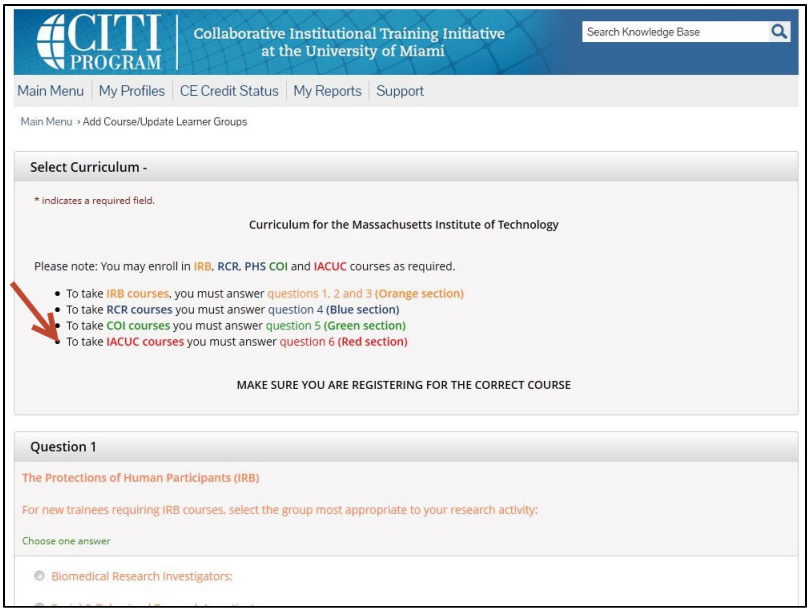
4. Click **Massachusetts Institute of Technology Courses**.



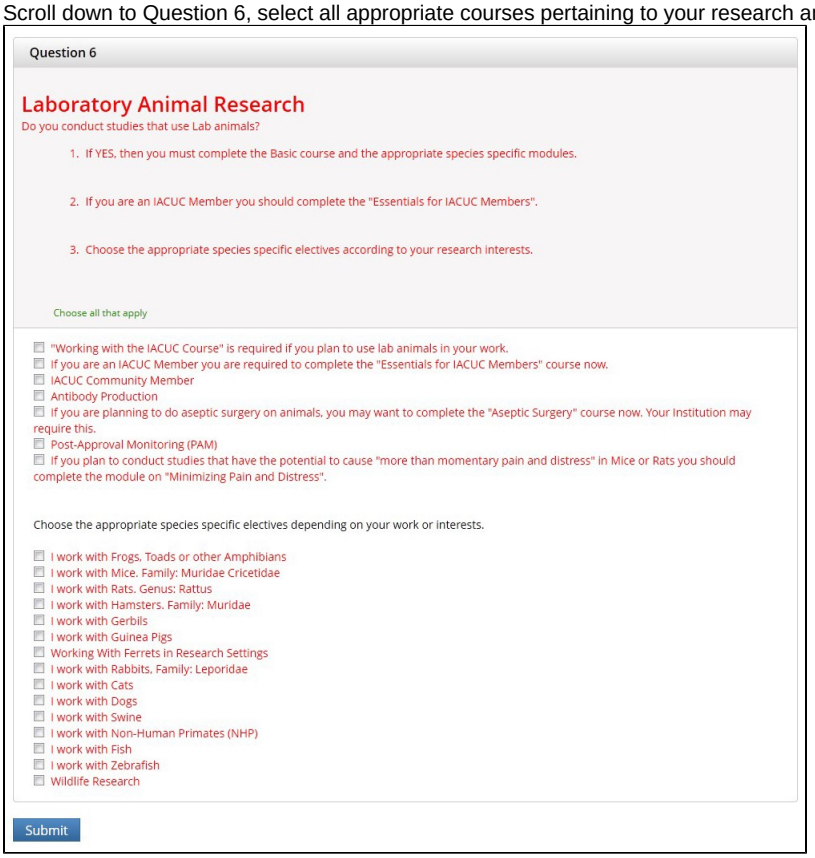
5. Click **Add a Course or Update Learner Groups**.



6. Note that the IACUC courses start with Question 6, the Red section.



7. Scroll down to Question 6, select all appropriate courses pertaining to your research and click **Submit**.



*If your training is not listed, if MIT profile information field is empty, or if there is no InstPersonID, please email training@mit.edu and include screenshots.