

Accessing the CITI Site for the First Time

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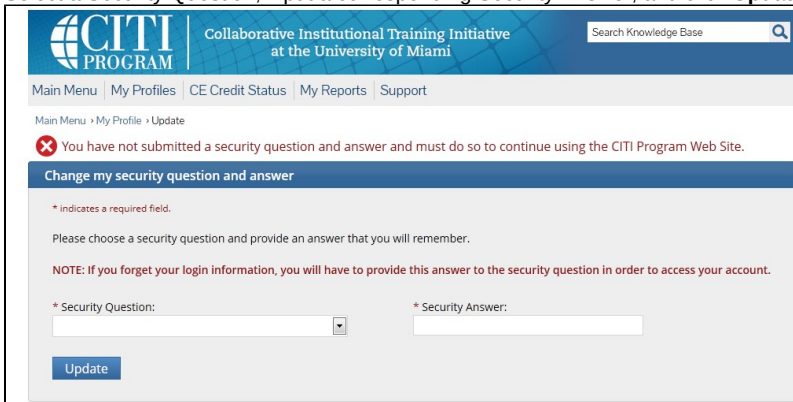
MIT utilizes the CITI program for training on: Ethical Use of Human Subjects in Research, Responsible Conduct of Research (RCR) and Institutional Animal Care and Use Committee (IACUC – known at MIT as the CAC (Committee on Animal Care)).

- 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:

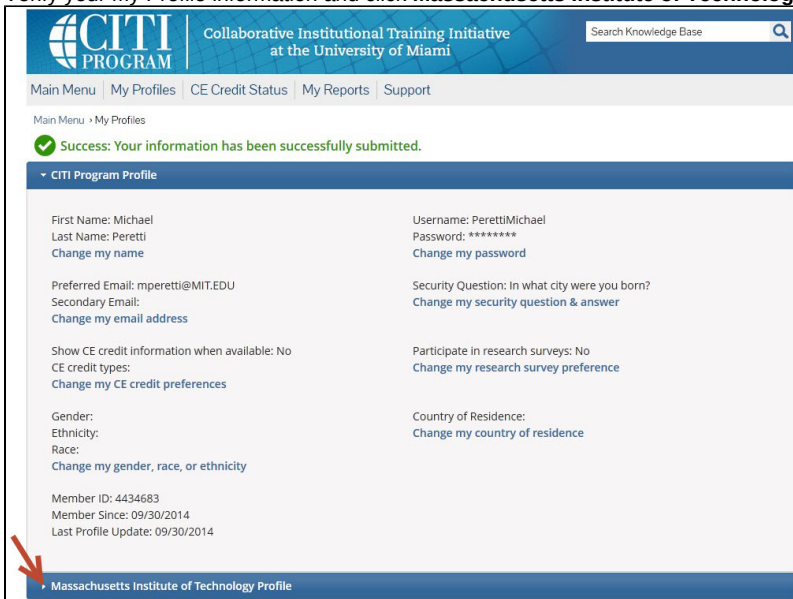
<https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d775&e>

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



The screenshot shows the CITI Program website interface. At the top, there is a header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a navigation bar with links: Main Menu, My Profiles, CE Credit Status, My Reports, and Support. A message box indicates that the user has not submitted a security question and answer. Below this, there is a section titled "Change my security question and answer". It includes a note that an asterisk indicates a required field and a reminder to choose a security question and provide an answer that will be remembered. A note states: "NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account." There are two input fields: "* Security Question:" and "* Security Answer:". An "Update" button is located at the bottom of the form.

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



The screenshot shows the CITI Program website interface with the user profile page. At the top, there is a header with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". Below the header is a navigation bar with links: Main Menu, My Profiles, CE Credit Status, My Reports, and Support. A message box indicates that the user's information has been successfully submitted. Below this, there is a section titled "CITI Program Profile". It displays various user information fields, including First Name, Last Name, Username, Password, Preferred Email, Secondary Email, Show CE credit information, CE credit types, Gender, Ethnicity, Race, Member ID, Member Since, and Last Profile Update. There are also links to change various pieces of information. At the bottom of the profile section, there is a link labeled "Massachusetts Institute of Technology Profile" which is highlighted with a red arrow.

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

> CITI Program Profile
 > Massachusetts Institute of Technology Profile

Please provide the following information requested by Massachusetts Institute of Technology

* indicates a required field.

Language Preference
 English

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

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

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

✓ Your request has been successfully submitted.

> Massachusetts Institute of Technology Courses
 > Click here to affiliate with another institution
 > Affiliate as an Independent Learner

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

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

✓ Your request has been successfully submitted.

> Massachusetts Institute of Technology Courses

Course Status Completion Report Survey

My Learner Tools for Massachusetts Institute of Technology

! You are not enrolled in any courses for this institution. Click here to complete your enrollment.

> Add a Course or Update Learner Groups
 > View Previously Completed Coursework
 > Update Institution Profile
 > View Instructions page
 > Remove Affiliation

> Click here to affiliate with another institution
 > Affiliate as an Independent Learner

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



Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Add Course/Update Learner Groups

Select Curriculum -

* indicates a required field.

Curriculum for the Massachusetts Institute of Technology

Please note: You may enroll in **IRB**, **RCR**, **PHS COI** and **IACUC** courses as required.

- To take **IRB** courses, you must answer **questions 1, 2 and 3 (Orange section)**
- To take **RCR** courses you must answer **question 4 (Blue section)**
- To take **COI** courses you must answer **question 5 (Green section)**
- To take **IACUC** courses you must answer **question 6 (Red section)**

MAKE SURE YOU ARE REGISTERING FOR THE CORRECT COURSE

Question 1

The Protections of Human Participants (IRB)

For new trainees requiring IRB courses, select the group most appropriate to your research activity:

Choose one answer

☐ Biomedical Research Investigators:

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

Question 6

Laboratory Animal Research

Do you conduct studies that use Lab animals?

- If YES, then you must complete the Basic course and the appropriate species specific modules.
- If you are an IACUC Member you should complete the "Essentials for IACUC Members".
- Choose the appropriate species specific electives according to your research interests.

Choose all that apply

☐ "Working with the IACUC Course" is required if you plan to use lab animals in your work.

☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

☐ IACUC Community Member

☐ Antibody Production

☐ If you are planning to do aseptic surgery on animals, you may want to complete the "Aseptic Surgery" course now. Your institution may require this.

☐ Post-Approval Monitoring (PAM)

☐ If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".

Choose the appropriate species specific electives depending on your work or interests.

☐ I work with Frogs, Toads or other Amphibians

☐ I work with Mice. Family: Muridae Cricetidae

☐ I work with Rats. Genus: Rattus

☐ I work with Hamsters. Family: Muridae

☐ I work with Gerbils

☐ I work with Guinea Pigs

☐ Working With Ferrets in Research Settings

☐ I work with Rabbits. Family: Leporidae

☐ I work with Cats

☐ I work with Dogs

☐ I work with Swine

☐ I work with Non-Human Primates (NHP)

☐ I work with Fish

☐ I work with Zebrafish

☐ Wildlife Research

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.