

Occupational Health and Safety Course Registration Instructions

1. Go to www.citiprogram.org.
2. Click on **LOG IN THROUGH MY INSTITUTION**
3. Choose Texas State from menu
4. Log in (if you are new CITI user, follow user registration instructions)
5. From your Learner Menu, under "My Learner Tools for Texas State University," click on Add a Course
6. **Under "Select Curriculum - Texas State University," skip Question 1, go directly to Question 2- Follow instructions in red box below.**
7. Skip Questions 3,4,5,6
8. Click blue Submit button.
9. Return to Learner Menu. The courses you selected will appear in the menu. Click on course title and follow instructions.
10. There is no need to email your completion certificates to anyone. We will check your completion records via CITI before protocol approval.

Instructions for QUESTION 2

Institutional Animal Care and Use Course

NOTE: you can make more than one selection

Select this option if you have not taken the Working with the IACUC course previously

- I plan to use vertebrate animals in my research, plan to supervise research with vertebrate animals, or am included on an animal use protocol as personnel. Enroll me in the "**Working with the IACUC**" course.

You must select this option

- I plan to use vertebrate animals in my research, plan to supervise research with vertebrate animals, or am included on an animal use protocol as personnel. Enroll me in the "**Occupational Health and Safety Program**" module.

Select the appropriate species-specific courses below only if you have been instructed to do so by your faculty member

- I work with fish. Enroll me in the Working with Fish in Research Settings course.
- I work with frogs, toads or other amphibians. Enroll me in the Working with Amphibians in Research Settings course.
- I work with wildlife. Enroll me in the Wildlife Research course