**IACUC TRAINING DIRECTIONS**

[www.citiprogram.org](http://www.citiprogram.org)

REGISTER HERE…

1. Select institution: **PARTICIPATING INSTITUTIONS: “The University of Tulsa”**

2. **Username and Password**:  **CREATE** or **log-in** if you are a returning member

3. Enter First and Last Name

4. Enter e-mail address (secondary not necessary)

5.  **SUBMIT**

6. Member Information

 On the **Main Menu** page, click on – **Add a course or update your learner groups for The University of Tulsa**.

Scroll down to **Question 3 – Laboratory Animal Welfare**

**Choose the appropriate course that describes your work with laboratory animals:**

If you are an IACUC member, you must complete: “**Essentials for IACUC Members”** course.

If you conduct studies that use lab animals as a PI, student, or staff, at a minimum you must complete: “**Working with the IACUC”** course.

**\*Specific species modules must also be completed when applicable. Please choose all species specific modules that apply to your work.\*\***

**CONTINUE** – which will take you to the main menu, where you can click on any of your chosen courses and start your training.

You do not have to complete an entire course in one sitting. Each module that you complete will be saved, and you may go back and continue your training as your schedule permits.

Once your required courses have been completed with a cumulative passing grade of at least 80%, you may print off a completion certificate for your records. (The Office of Research and Sponsored Programs will be automatically notified when you’ve completed your required training, so there is no need to send us a copy of your completion certificate).

If you have any questions, please contact: researchcompliance@utulsa.edu, 918-631-3310