

CITI Training

The Office of Animal Welfare requires the completion of CITI (Collaborative Institutional Training Initiative) for all personnel listed on an animal protocol and/or involved in animal research.

**Step by Step Instructions* Note: The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.*

➤ To create a new CITI UCF Learner Account without an NID:

1. Go to: www.citiprogram.org or click on the CITI Training icon: 
2. As a new user, click on “Register” under “Create an account”.
3. Select “University of Central Florida” from the participating institutions. After reading and agreeing to the “Terms of Service”, click “Continue to Step 2”. **Note:* It is important to select University of Central Florida from the list; each institution has customized the training modules as appropriate for their needs.
4. Step 2: Enter personal information (name, email address).
5. Step 3: Create a unique username, password, security question and answer.
6. Steps 4 through 6: Enter the information requested.
7. Step 7: Questions 1 through 5 are applicable to Human Subject Research, Conflict of Interest and Good Clinical Practice. You may answer questions that pertain to your interests or field of study/research. For Animal Care and Use courses scroll down to Question 6 “Animal Welfare Learning Group” and select the group or groups appropriate to your research activities.
If you are not a UCF affiliated individual, you may leave the “UCF employee number” and “Department” blank.
8. Click on “Complete Registration” then click “Finalize registration”.
9. Once logged in, all required and optional courses will be displayed.

➤ **To create a new CITI UCF Learner Account using your NID:**

1. Go to www.citiprogram.org or click on the CITI Training icon: 
2. Click on “Log in via SSO” under “Log in through my institution”.
3. A drop-down list of institutions will appear. Select “University of Central Florida”.
4. Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
5. Click “Sign On” for direct access to CITI.
6. If you do not have a past CITI account, select “I don’t have a CITI Program account and I need to create one”.
7. Select “Click here to create a new CITI Program account.”

By using the UCF single sign-on, your name, email, employee PID, and any other information needed from UCF will automatically be populated into your CITI learner profile.

➤ **To access an Existing UCF Affiliated Learner Account using your NID:**

1. Go to www.citiprogram.org or click on the CITI Training icon: 
2. Click on “Log in via SSO” under “Log in through my institution”.
3. A drop-down list of institutions will appear. Select “University of Central Florida”.
4. Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
5. Click “Sign On” for direct access to your CITI learner account.

If you have an existing account and do not see your training history once logged in, please contact risservicedesk@ucf.edu to have your previous account linked to your NID.

➤ **To Add an Animal Care and Use Learner Course to an Existing UCF Learner Account:**

1. Go to www.citiprogram.org or click on the CITI Training icon: 
2. Log in to CITI using your log-in information.
3. Select “University of Central Florida Courses” on the Main Menu.
4. Click on “Add a Course” under “My Learner Tools for University of Central Florida”.
5. Scroll down to “Question 6: Animal Welfare Learning Group”. Select the group(s) appropriate to your research activities. Click “Submit”.
6. You should automatically be directed to the “Main Menu”. The selected group(s) will be listed under “University of Central Florida Courses”.
7. Click on each course name to complete the training course and its related modules.

Please contact The Office of Animal Welfare at IACUC@ucf.edu with any questions regarding the “Animal Welfare Learning Group” or for training requirements.

GOOD LUCK WITH YOUR RESEARCH!