

## First Time User's Instruction to CITI Program Use

1. Go to CITI Program Training Website (<https://www.citiprogram.org/>).
2. Register by creating a new account.



3. Under "Select Your Organization Affiliation", type in **New York University** and click "I AGREE" to CITI Program Terms of Service. Continue to Step 2.
4. Complete Personal Information. Continue to Step 3.
5. Create a Username and Password. Continue to Step 4.
6. Indicate Country of Residence. Continue to Step 5.

7. Answer **“NO”** for receiving Continuing Education Unit credit for completed CITI Program courses unless you have a need for CE units (see online description). Select your preference for being contacted for participation in research survey by CITI Program. Continue to Step 6.
8. Complete additional information as requested by New York University. Continue to Step 7.
9. Select your curriculum by answering all questions. Under Question 8 “Laboratory Animal Research,” select all the courses applicable to your role at NYU Shanghai as required by IACUC approved training plan.
10. Complete registration and start your courses. Upon completion, print out proof of training and bring to classroom orientation to hand in to instructor.

The screenshot shows the CITI PROGRAM website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative'. A search bar labeled 'Search Knowledge Base' is located on the right. Below the navigation bar, there are links for 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', and 'Support'. A green checkmark icon indicates that the registration has been completed successfully. Below this, there is a section titled 'New York University Courses' which contains a table with the following data:

Course	Status	Completion Report	Survey
Conflicts of Interest	Not Started	Not Earned	
Reducing Pain and Distress in Laboratory Mice and Rats	Not Started	Not Earned	
Working with Mice in Research	Not Started	Not Earned	
Working with Non-Human Primates in Research Settings	Not Started	Not Earned	
Working with Rats in Research Settings	Not Started	Not Earned	
Working with the IACUC	Not Started	Not Earned	

Below the table, there is a section titled 'My Learner Tools for New York University' which includes a list of actions: Add a Course, Remove a Course, View Previously Completed Coursework, Update Institution Profile, View Instructions page, and Remove Affiliation. At the bottom, there are two buttons: 'Click here to affiliate with another institution' and 'Affiliate as an Independent Learner'.