

# 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 the NID:

1. Go to: [www.citiprogram.org](http://www.citiprogram.org).
2. As a new user, click on Register under “Create an account”.
3. For the first question select “University of Central Florida” from the participating institutions and click Continue to Step 2. Note: It is important to select UCF from this 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. Step 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 of field of study/research. If these questions do not apply to your research with animals, then DO NOT answer any and 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 blank the “UCF employee number” and “Department.”
8. Click on “Complete Registration” then on the following page click on “Finalize registration.”
9. Once logged in, all required and any optional courses will be displayed for your completion.

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

1. Click on the CITI Training icon to sign-on through the UCF portal: 
2. Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
3. Click “Sign On” for direct access to CITI.
4. Click Continue to match your SSO (single sign on) account with a CITI Program account.
5. Select “I don’t have a CITI Program account and need to create one” if you don’t have a past CITI account.
6. Click “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. Click on the CITI Training icon to sign-on through the UCF portal: 
2. Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
3. 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](mailto:risservicedesk@ucf.edu) to request your previous account is linked to your NID.

Please contact The Office of Animal Welfare at [IACUC@ucf.edu](mailto:IACUC@ucf.edu) for any questions regarding the “Animal Welfare Learning Group” or for training requirements.

You should now be ready to begin your CITI experience.  
We look forward to your successful completion of your training.

**GOOD LUCK!**