How to add a course on CITI

Stage 1. Log into your account. Click on the blue bar labeled "Appalachian State University Courses."

Stage 2. Scroll down to the "My Learner Tools for Appalachian State University." Select the "Add a Course" option.

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Stage 3. In order to enroll in any course, you must answer **question 1**, Human subject Research, regardless what module you plan to take. Please see the screen shots to guide you.

You must answer **Question 6**. If you aren't taking an RCR course select "Not at this time".

IRB Stage 3.

Answer Question 2 with either Biomedical OR Social & Behavioral Investigators. The Refresher course does not take as long as other options, it takes approximately 2 hours to complete.

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IACUC Stage 3.

If you are taking animal research courses, the "Working with the IACUC Couse" is the required training. Your PI may also require you to add species specific training. If your species is not listed, you will need to take the AsULearn course, and should email IACUC with your name, the name of the person who asked you to complete the training (your PI) and which course you need (what species will you be working with).

Question 5

Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.

2. If you are an IACUC Member you must complete the "Essentials for IACUC Members".

3. Choose the appropriate species specific electives according to your research interests.

Choose all that apply

- ☐ "Working with the IACUC Course" is the required Basic Course if you plan to use lab animals in your work.
- ☐ If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

Choose the appropriate species specific electives depending on your work or interests.

- ☐ If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- ☐ Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

Species Specific Modules

- ☐ I work with Mice. Family: Muridae Cricetidae
- ☐ I work with Frogs, Toads or other Amphibians
- ☐ I work with Rats. Genus: Rattus
- ☐ I work with Hamsters. Family: Muridae
- ☐ I work with Gerbils
- ☐ I work with Guinea Pigs
- ☐ I work with Rabbits, Family: Leporidae
- ☐ I work with Zebrafish. Family: Danio rerio

RCR Stage 3.

If you are taking Responsible Conduct of Research (RCR), select the module that best fits the area of your research.

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IBC Stage 3.

If you are working with rDNA you must take the "Training for Investigators/NIH Recombinant DNA Guidelines". Additional AsULearn quizzes may be needed.

Stage 3 Final. After you have selected all relevant courses, scroll to the bottom of the page and choose "Submit." You will be taken to the main menu page, and will see the courses you added in your "Appalachian State University Courses."