

NEW USER: CITI Registration Instructions

Please read all instructions below to create a new user account on the CITI Program website.

1. Go to <https://about.citiprogram.org/en/homepage/> to begin the registration process.
2. On the CITI webpage, on the right, click the “**Register**” button.
3. Step 1: Select Your Organization Affiliation.
Type in **University of Maryland Baltimore** and click **Continue to Step 2**.
Do NOT affiliate with the University of Maryland School of Medicine.
4. Complete Steps 2 – 6.
5. Complete Step 7 by selecting **Lab Animal Welfare**. Please read each question carefully to ensure you are enrolled in the correct course. The following courses are required:
 - a. *Working with the IACUC: Investigators, Staff and Students* AND
 - b. Each species-specific course for the species being worked with in the lab or on the animal use protocol.
6. After selecting your courses, click the button **Finalize Registration**. Your learner account registration for UMB is complete. On the next page, you are given the opportunity to affiliate with another institution, if needed. *If any animal work is conducted in the BVAMC or funded by the BVAMC, please also affiliate with VA Baltimore, MD-512.*

To access your courses, click the **University of Maryland Baltimore Courses** button. Click on the course name to begin the course. Please note that the system automatically saves and records your progress; therefore, it is not necessary to complete all courses in one sitting.

If you need to modify your course selection for UMB, please utilize the tools available in the box entitled *My Learner Tools for University of Maryland Baltimore*.

If you have any questions concerning the registration process, please feel free to contact the Office of Animal Welfare Assurance by phone (410-706-7859 / 8470) or via email (iacuc@umaryland.edu).