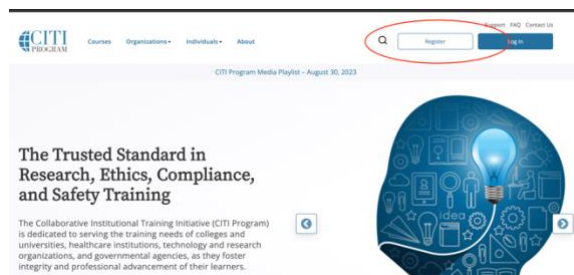# GCSU IACUC CITI Training Instructions
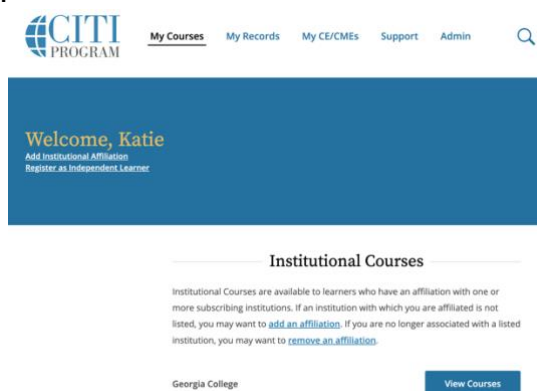
I. **TO SET UP AN ACCOUNT**: (If you already have an account skip ahead to II)
    1. Enter the following or [click here](#) to get to the CITI training page
        https://about.citiprogram.org/en/homepage/
    2. Click on Register at the top of the page
    3. Click on "Select your organizational institution" and type in Georgia College. Agree to terms and services and affirm you are an affiliate of GCSU and click on create account.
    4. Enter your personal information.
    5. Create a username and password.
    6. You will then fill out information in several steps – click continue each time.

II. **TO REGISTER FOR CLASSES:**
    1. After you log in, click on My Courses at the top and View Course available for Georgia College.
    2. Scroll to the bottom and click on "add classes"
    3. Click on the appropriate classes (see below) and take the course.
    4. Upon completion, you will receive a completion certificate. Students, send this to your advisor who will keep it for their records.

Required courses for **all faculty** working on protocols:
    1. Researcher (question 6)
    2. Any appropriate animal specific courses (question 6)
    3. Animal Biosafety (question 5)

Required courses for **all students** working on protocols:
    1. Student (question 6)
    2. Any relevant animal specific courses (question 6)
    3. Animal Biosafety (question 5)