# Using Single Sign On (SSO) for CITI Program training

**Go to CITI Program's website and click on "Log in":**
https://about.citiprogram.org/en/homepage/



**Click on "Log In Through My Institution"**



**Scroll down until you find James Madison University**

**You'll be automatically directed to JMU's secure login page:**

## JAMES MADISON UNIVERSITY.

Log in to CITI program

**JMU e-ID**

**Password**

Log in

**Select the appropriate option below:**

LOG IN          LOG IN THROUGH MY INSTITUTION          REGISTER

Associate your SSO account with a CITI Program account

Please choose an option:

○ I already have a CITI Program account.
○ I don't have a CITI Program account and I need to create one.

**If you already have an established CITI account, the JMU login will take you directly to the Main Menu page.**

**\*\*Note: If you did not use your JMU e-ID previously, the system may not be able to find your account. You will need to login with your current CITI Program username and password (click on the first login tab) and update your registration information under "Update Institutional Profile."**

**For new users, you will see the following screen:**

Create a new CITI Program account

By clicking the button below, you will create a new CITI Program account.

**Create A New CITI Program Account**

**New users will need to update their institutional profile:**

My Learner Tools for James Madison University

- ❓ Add a Course
- ❓ Remove a Course
- ❓ View Previously Completed Coursework
- ❓ Update Institution Profile
- ❓ View Instructions page
- ❓ Remove Affiliation

▼ James Madison University Profile

Please provide the following information requested by James Madison University

\* indicates a required field.

Language Preference

English ▾

Institutional email address \*

JMU e-ID \*

Gender

Highest degree

Employee Number

Department \*

**You'll also receive the following email from CITI:**



**Your SSO Registration**

Greetings                    .

You are receiving this email because an account was created at the Collaborative Institutional Training Initiative (CITI Program) website using Single Sign-On (SSO) access from the **James Madison University**.

New accounts are created the first time you login to the CITI Program using Single Sign-On (SSO) credentials. This email is being sent to the primary email address that was specified as part of that account creation.

- Your primary email address:        @jmu.edu
- Your password for SSO access is the same one you regularly use at the **James Madison University**.
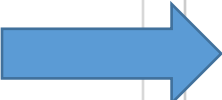
While the following information is not needed for your SSO login, it may help identify your account should you need to contact us.

- Your CITI Program username:
- Your CITI Program member ID:

**To add the Working with the IACUC and Species Specific Courses:**
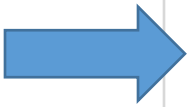
From the Main Menu, click on "**Add a Course**"



**My Learner Tools for James Madison University**

- ❓ Add a Course
- ❓ Remove a Course
- ❓ View Previously Completed Coursework
- ❓ Update Institution Profile
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- ❓ Remove Affiliation

Select ONLY "**I need to take courses regarding research involving Lab Animals**"

* Please choose the appropriate topic(s) based on your research studies.
Choose all that apply

☐ I need to take courses regarding research involving **Human Subjects.**

☑ I need to take courses regarding research involving **Lab Animals.**

☐ I need to take a course in the **Responsible Conduct of Research.**

☐ I need to take the course involving **Conflict of Interest.**

☐ I need to take a course in the **Biosafety/Biosecurity.**

☐ I need to take a course in the **Good Clinical Practice.**

Select **The "Working with the IACUC course" is required if you plan to use laboratory animals in your work or plan to supervise such work.**

The "Working with the IACUC" required training is checked below to assist you in selecting the correct course. However, depending on the type of research you are going to conduct, you can select additional courses to benefit you in your work.

## CITI Course Enrollment Questions

View instructions page

Do you conduct or supervise studies that use laboratory animals?

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

- If you are an IACUC member or IACUC administrator, you should complete the "Essentials for IACUC Members" course.

- Choose the appropriate species-specific courses according to your work and interests.

Choose all that apply

☑ The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work.

☐ If you are an IACUC member or an IACUC coordinator/administrator, you are required to complete the "Essentials for IACUC Members" course now.

☐ IACUC Chair

☐ IACUC Community Member

☐ Institutional/Signatory Official: Animal Care and Use

☐ Post-Approval Monitoring (PAM)

☐ I am involved in studies that have the potential to cause "more than momentary pain and distress" in mice or rats.

☐ Aseptic Surgery

☐ Antibody Production

# Please select the appropriate species-specific course(s), if available:

For all personnel, choose the appropriate species-specific courses below depending on your work or interests.

☐ Working with Mice

☐ Working with Rats

☐ Working With Amphibians

☐ Working with Hamsters

☐ Working with Gerbils in Research

☐ Working with Guinea Pigs

☐ Working with Rabbits

☐ Working with Cats

☐ Working with Dogs

☐ Working with Reptiles in Research Settings

☐ Working with Cattle

☐ Working with Fish

☐ Working with Zebrafish in Research Settings

☐ Working with Non-Human Primates

☐ Wildlife Research

☐ IACUC Member Refresher Case Studies

[ Next ] [ Start Over ]

Below is a screenshot of the Working with the IACUC-Lab Animal Research Course

## Working with the IACUC - Lab Animal Research

To pass this course you must:

- Complete all 16 required modules
- Complete 1 of 8 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score
0%

### Required Modules

| | Date Completed | Score |
|---|---|---|
| Introduction to Working with the IACUC (ID: 1807) | Incomplete | 0/0 (0%) |
| Working with the IACUC (ID: 1808) | Incomplete | 0/0 (0%) |
| Federal Mandates (ID: 1809) | Incomplete | 0/0 (0%) |
| The Veterinary Consultation (ID: 1810) | Incomplete | 0/0 (0%) |
| Getting Started (ID: 1811) | Incomplete | 0/0 (0%) |
| Alternatives (ID: 1812) | Incomplete | 0/0 (0%) |
| Avoiding Unnecessary Duplication (ID: 1813) | Incomplete | 0/0 (0%) |
| Endpoint Criteria (ID: 1815) | Incomplete | 0/0 (0%) |
| Surgery (ID: 1816) | Incomplete | 0/0 (0%) |
| Occupational Health and Safety (ID: 1820) | Incomplete | 0/0 (0%) |
| Housing Social Animals (ID: 1822) | Incomplete | 0/0 (0%) |
| Housing Rodents on Wire Floors (ID: 1823) | Incomplete | 0/0 (0%) |
| Euthanasia (ID: 1827) | Incomplete | 0/0 (0%) |
| Making Changes after You Receive Approval (ID: 1830) | Incomplete | 0/0 (0%) |
| Reporting Misuse, Mistreatment, or Non-Compliance (ID: 1831) | Incomplete | 0/0 (0%) |
| Final Comments (ID: 1832) | Incomplete | 0/0 (0%) |

**For assistance with the registration process or adding courses, please contact our office at researchintegrity@jmu.edu or (540) 568-7025.**

**If you experience technical difficulties with the CITI website, please contact CITI Help Desk: https://support.citiprogram.org/**