If you have previously completed CITI Training or were “grandfathered in” after completing other animal training, a Refresher Course is required every three years. If you have NOT previously completed CITI training, you will need to complete the initial training course; please refer to the instructions for “Initial Training”.
Enter your username and password, then click “Log In”
Select East Tennessee State University Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completion Report</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a Course</td>
<td>Not Started</td>
<td>Not Earned</td>
<td></td>
</tr>
<tr>
<td>Remove a Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Previously Completed Coursework</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Institution Profile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Instructions page</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove Affiliation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select “Thanks, but I want to take the LabAnimal Training”

Select “No”
Select “Group 2 Refresher Course”

These are supplemental modules and are not required for the refresher training. They are available for additional optional education, or may be required in certain other circumstances.

Select “No”
Select “Not at this time” for both Responsible Conduct of Research and Information Privacy Security.

Select “Submit” after making your selections.
After clicking “Submit”, you will be taken to this page, where all courses which have been selected for your review are displayed.

Select the “Investigators, Staff and Students” Course
You must click here to complete the Integrity Assurance before you are able to begin the course.
Read the Terms of Service, click here if you agree, then click “Submit”.

CITI Program Terms of Service include the following provisions. Please read them carefully.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Check the box to accept, then click the Submit button:

- I AGREE to the above and the other Terms of Service for accessing CITI Program materials.

Submit
After you have agreed to the Terms, the first Module will be active and can be selected.

Read each module and take the tests to complete the required training. CITI will alert DLAR when you have completed the course, so there is no need to provide a certificate to the DLAR office. If you have any questions, contact Jennie at 9-8819 or hoard@etsu.edu.