# Step-by-Step Instructions for Biosafety CITI Training

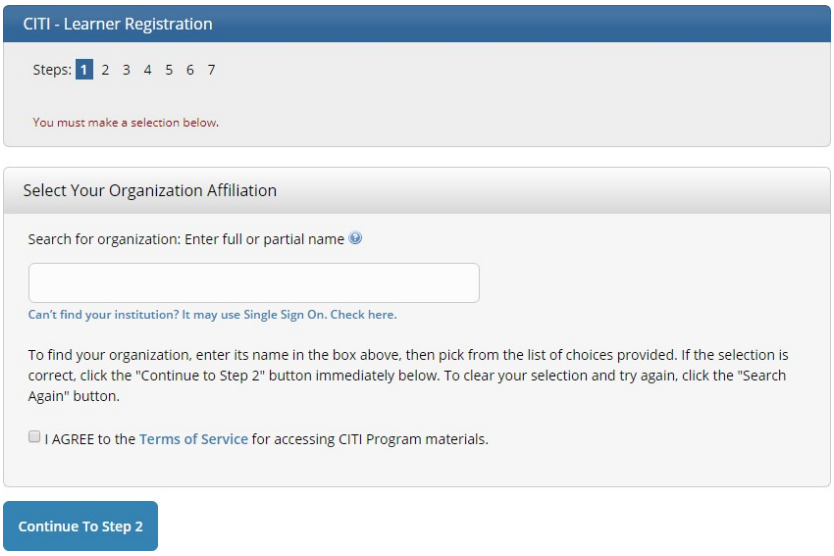
## Welcome to the CITI Program

The University of Denver (DU) Institutional Biosafety Committee (IBC) requires all individuals who conduct research involving biological material to maintain current training. The Collaborative Institutional Training Initiative (CITI) Program has been customized specifically for DU researchers. These courses, required by the DU IBC, cover a variety of biosafety topics and should complement your training and experience involving bio-hazardous agents used in research.

## To Register:

1. From the homepage, click the REGISTER button on the upper right portion of the screen

2. Choose a participating organization from the search box. Please select '**University of Denver**', read and agree to the Terms of Service




## QUICK LINKS

www.citiprogram.org

www.support.citiprogram.org

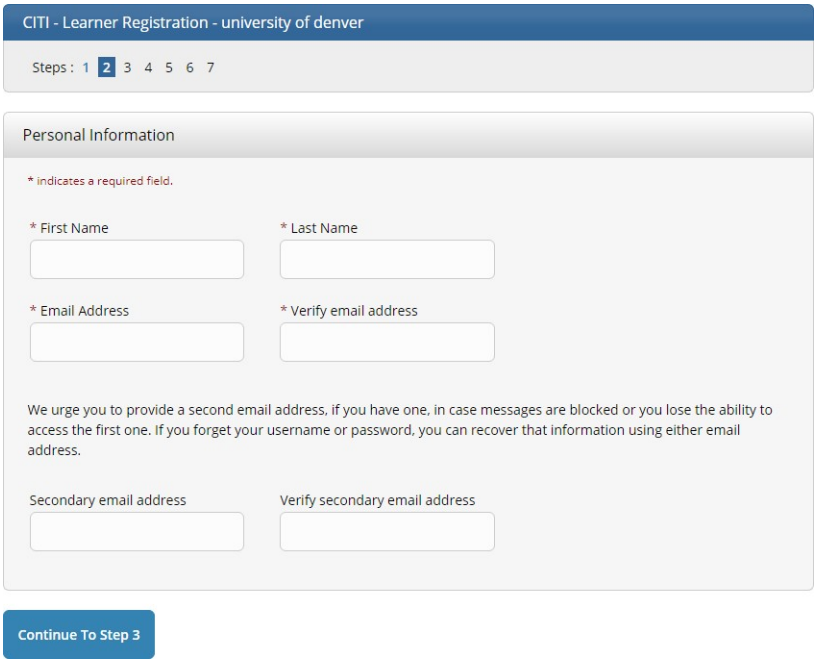
## CONTACT

**Office of Research Integrity & Education**
Administrative Office Building
2601 E. Colorado Ave.
Denver, CO 80208
303-871-2121

**CITI Support**
888-529-5929

3. Enter your First and Last name along with your email address. Please enter your name as you would like it to appear on your Completion Report received at the end of the course

You can use any email address to register but we recommend you use your DU email address.




4. Continue to the next step. Please choose a username and password for your account. Please follow the on screen instructions. Passwords are case sensitive

During this step, you will also select and answer a security question. This question will be used to assist in the recovery of your account if you have forgotten your username or password

5. Complete the remaining steps to complete new user registration

## Existing CITI User? Affiliate with the University of Denver

1. Log in using your established username and password
2. From the Main Menu on your profile, scroll to the bottom of the page and click on the “click here to affiliate with another institution” button. **DO NOT SELECT THE ‘SINGLE SIGN ON’ OPTION**
3. Type and choose the University of Denver in the search box and click Continue at the bottom ofthe page
4. Answer the member information accordingly. **DO NOT SELECT ‘INDEPENDENT LEARNER REGISTRATION’ OR FEES WILL BE REQUIRED**

## Transferring Course Credit from Another Institution

If you would like to receive credit for modules previously taken, there are several requirements that must be met.

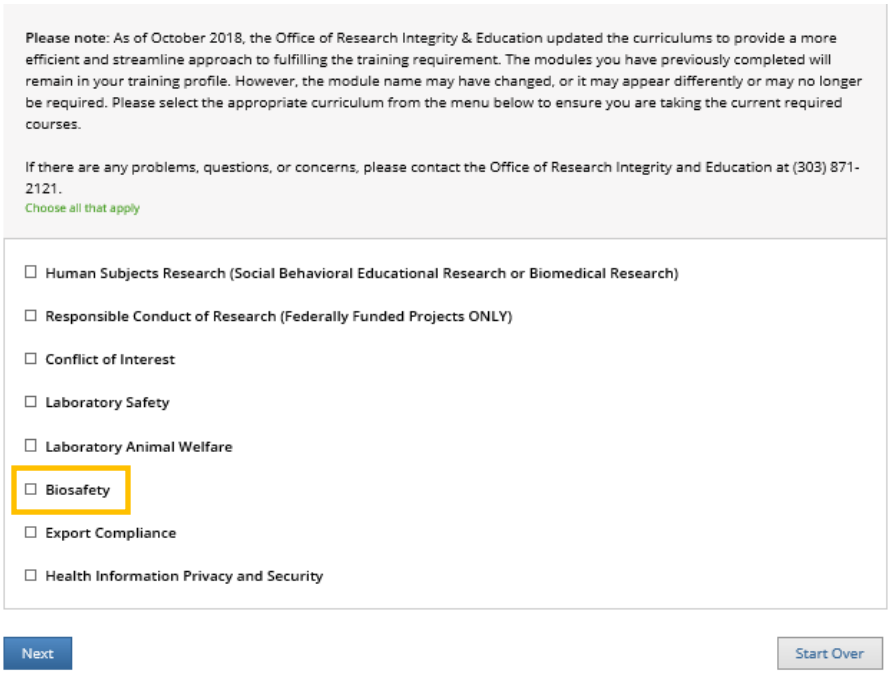
1. To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and the University of Denver). Follow the "Click here to affiliate with another institution" link on your Main Menu.
2. Once affiliated with both institutions, enroll in the courses that need to be transferred under both institutions. To do this, "Add a Course" under the University of Denver Courses. You will need to enroll in the same stage of the course for a proper transfer to occur (e.g., Basic/Refresher).
3. Once you are enrolled in the courses, any modules and courses that are shared between the institutions will automatically transfer the credits.

## Biosafety Complete Training Series

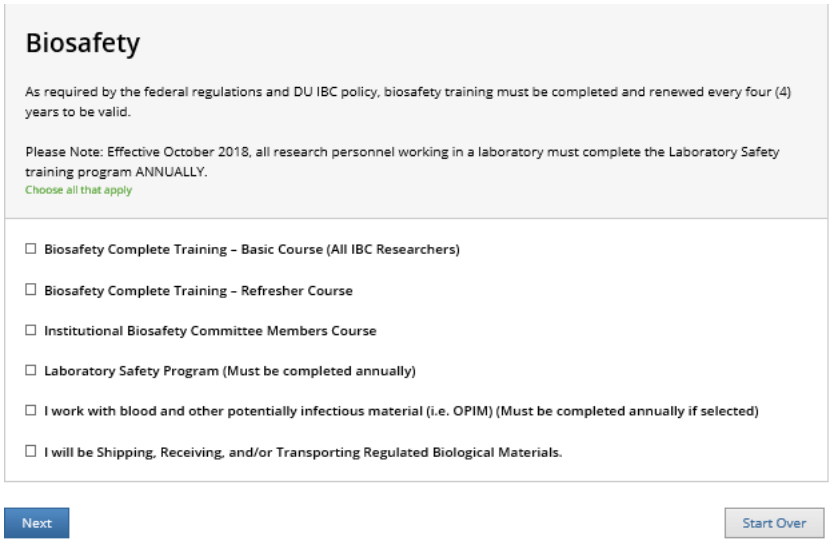
**1.** On your Main Menu, select "Add a Course" under **My Learner Tools for University of Denver**

2. Select Biosafety and any other appropriate options (e.g., Responsible Conduct of Research, Conflict of Interest, Laboratory Safety)

Note: If your project is federally funded, select (RCR) and (COI) (e.g.., NIH, NSF)



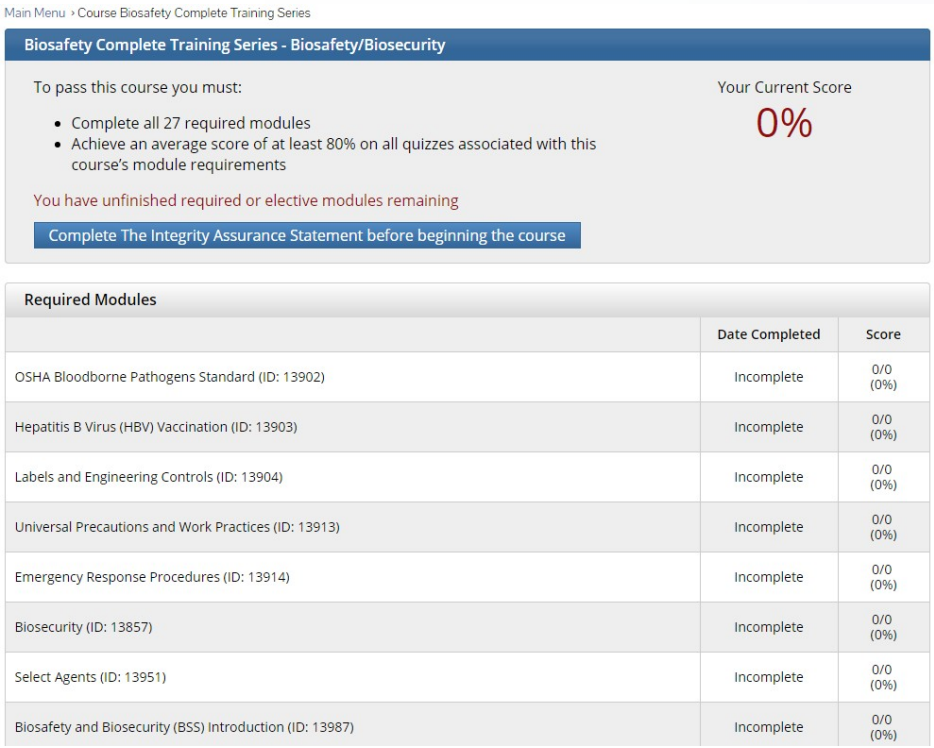

3. After you have selected the appropriate course group, click next.




4. The next screen shows the available biosafety courses to complete.
5. Select the appropriate training required for your project. Please note, all IBC researchers must complete the 'Biosafety Complete Training' series. You must achieve an average score of 80% on all quizzes to pass.

## Required Modules

Below is the list of required modules in the Biosafety Complete Training Series- Biosafety/Biosecurity. Complete all **26** of the following Required Modules by clicking on the title. Training is complete when course status states, Passed.



Main Menu › Course Biosafety Complete Training Series

**Biosafety Complete Training Series - Biosafety/Biosecurity**

To pass this course you must:

- Complete all 27 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score

0%

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

**Required Modules**

| | Date Completed | Score |
|---|---|---|
| OSHA Bloodborne Pathogens Standard (ID: 13902) | Incomplete | 0/0 (0%) |
| Hepatitis B Virus (HBV) Vaccination (ID: 13903) | Incomplete | 0/0 (0%) |
| Labels and Engineering Controls (ID: 13904) | Incomplete | 0/0 (0%) |
| Universal Precautions and Work Practices (ID: 13913) | Incomplete | 0/0 (0%) |
| Emergency Response Procedures (ID: 13914) | Incomplete | 0/0 (0%) |
| Biosecurity (ID: 13857) | Incomplete | 0/0 (0%) |
| Select Agents (ID: 13951) | Incomplete | 0/0 (0%) |
| Biosafety and Biosecurity (BSS) Introduction (ID: 13987) | Incomplete | 0/0 (0%) |

## Completion Report

Print and Save an electronic copy of your Completion Report for your records. You can then upload this document into your IRBNet profile using the Track Training feature in IRBNet.

Passed 03-Jul-2015 | View-Print-Share | Post-course evaluation

My Learner Tools for University of Denver

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

*For any questions or concerns regarding training, please contact the IBC Research Compliance Administrator at 303-871-6947 or through IBCadmin@du.edu*