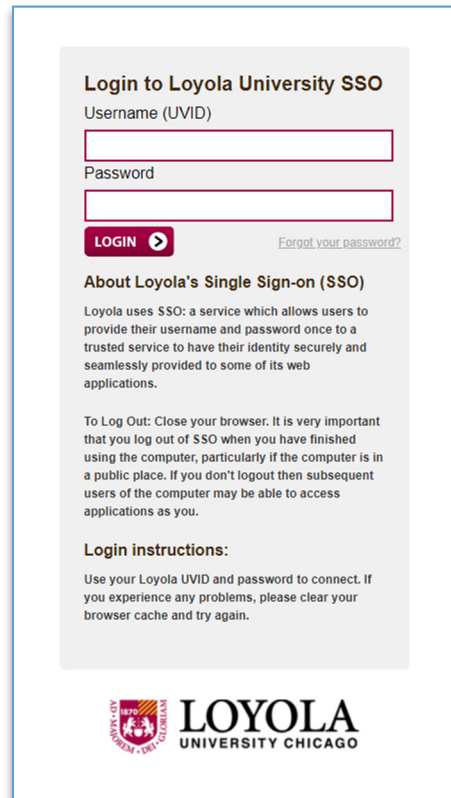


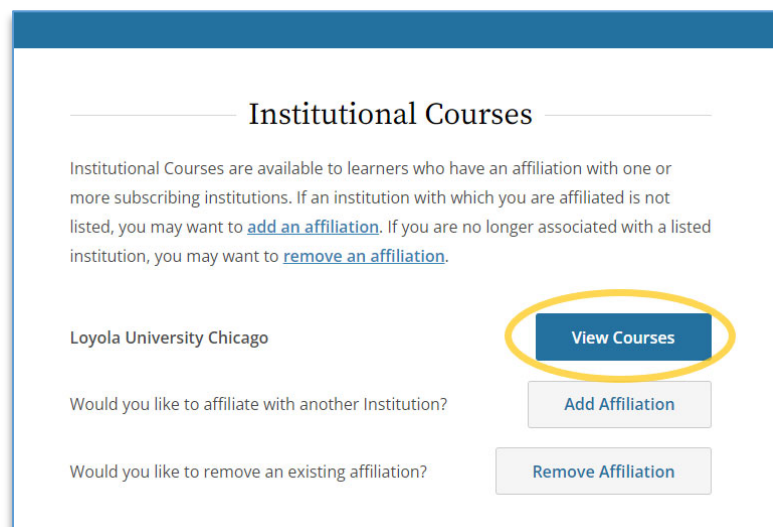
# CITI training for Loyola research personnel

1. Go to [LUC's CITI Log In Page](#)
2. **Login** using your UVID and Password.



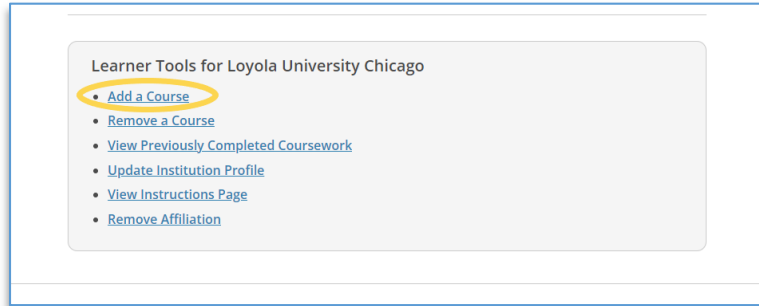
The screenshot shows the 'Login to Loyola University SSO' page. It features a form with two input fields: 'Username (UVID)' and 'Password'. Below the password field is a red 'LOGIN' button with a right-pointing arrow. To the right of the button is a link that says 'Forgot your password?'. Below the login form is a section titled 'About Loyola's Single Sign-on (SSO)' which explains the service and provides instructions on logging out and login instructions. At the bottom of the page is the Loyola University Chicago logo.

3. Find 'Loyola University of Chicago' on the main page and click **View Courses**. Or, use the top menu and click **My Courses**.



The screenshot shows the 'Institutional Courses' page. It has a blue header and a white main content area. The title 'Institutional Courses' is centered at the top. Below the title is a paragraph explaining that institutional courses are available to learners with affiliations and provides links for 'add an affiliation' and 'remove an affiliation'. A list of institutions is shown, with 'Loyola University Chicago' listed. To the right of this list is a blue button labeled 'View Courses', which is circled in yellow. Below the list are two more buttons: 'Add Affiliation' and 'Remove Affiliation', each preceded by a question: 'Would you like to affiliate with another Institution?' and 'Would you like to remove an existing affiliation?' respectively.

- i. If you are on the 'My Courses' page, scroll to the bottom of the page and click **Add a Course**.



4. To select the correct courses, you will need answer a series of questions. First, you may be asked if you want to register for a 'COVID-19: Back to Campus course.' This course is not required and you can respond **No**. Then click **Next**.

NOTE: Access to this course will terminate on 1 October 2021.

COVID-19: Back to Campus access includes access to Remote Contact Tracing, Participating in Vaccine Research, Insights for Higher Ed Leaders, What You Need to Know About COVID-19 Vaccines, and Mental Health for Higher Ed and Healthcare.

This question is required. Choose one answer.

Yes

No

5. Now you will need to select the right user group. Select **LUC Sponsored Research Personnel**. This is the appropriate group for all research personnel working on Loyola University Chicago sponsored research projects, unless they are participating in research subject to the Health Sciences Division IRB. Click **Next**.

**CITI Course Enrollment Questions**

[View Instructions Page](#)

Question 2

Select the appropriate user group for the reason you are here today:

This question is required. Choose one answer.

LUC Faculty & Staff Not Currently Involved in Research

LUC Health Sciences Division Faculty/Personnel

LUC Sponsored Research Personnel

Human Subjects Research Courses

6. **If you are working with human subjects and are completing this course as a requirement of IRB approval**, you will select **Group 1**, which is the first option. If you do not have any other requirements to fulfill, scroll to the bottom and click **Next**.

[View Instructions Page](#)

### Question 5

Questions for LUC Faculty Currently Conducting Research

#### Human Subjects Research

Select the group appropriate to your research activities.

This question is required. Choose all that apply.

**Group 1:** Select Group 1 if you are conducting research involving human subjects unless you are conducting research that is purely biological/medical in nature.

**Group 2:** Only select Group 2 if your study is purely biological/medical in nature.

Not involved in human subject research and do not need to be certified by the Loyola University IRB.

7. **If you are working with animals and are completing CITI training as a requirement of IACUC approval**, you will scroll past the first few options and select the option that says **The "Working with the IACUC Course" is required if you plan to use laboratory animals in your work or plan to supervise such work**. It is not required, but you have the option of specifying the animal species you will be working with. If you do not have any other requirements to fulfill, scroll to the bottom and click **Next**.

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

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

I work with frogs, toads or other amphibians.

I work with mice.

I work with rats.

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

I work with hamsters.

I work with gerbils.

I work with guinea pigs.

I work with rabbits.

I work with cats.

I work with dogs.

I work with swine.

I work with non-human primates (NHP).

Working With Animals in Biomedical Research - Refresher Course

8. **If you are required to take the LUROP RCR course or to complete online RCR training**, check the box for your required course. For most research personnel this course is not a requirement and you can skip this section.

**Responsible Conduct of Research**

Please make your selection below to receive the courses in the Responsible Conduct of Research.

LUROP

RCRS Online-Distance Learner

9. **If you are required to take the Financial Conflict of Interest Course**, check the box here. If you are not required to take this online training, you can skip this section.

**Conflicts of Interest**

Are you required to take the Financial Conflict of Interest Course?

Financial Conflict of Interest Course

10. **If LUROP has required you to take the Community-Engaged Research Course**, check the box to indicate that. If not, you can skip this section. Note: this training is also optional for anyone to take voluntarily and recommended for anyone involved in this type of research project.

**Community-Engaged Research**

Please make your selection below to indicate if you should complete the Community-Engaged Research (CEnR) training.

LUROP has required me to complete this

Voluntarily Enrolling

11. Once you have made all your selections, scroll to the bottom of the page and click **Next**.
12. This will take you back to the 'My Courses' page. You will see your courses in 'Courses Ready to Begin.'
13. Click **Start Now** for the course you would like to complete and follow the instructions to complete the modules.

Loyola University Chicago

**Active Courses** [Learner Tools](#)

You have no active courses for this Institution.

**Courses Ready to Begin** [Learner Tools](#)

Loyola University Chicago

**Community-Engaged Research**

Stage 1 - Basic

0 / 3 modules completed

**Start Now**

14. After all modules for a section are complete, the CITI program will email you a completion report and a copy will automatically be sent to the Office of Research Services (ORS). It may take 5-7 business days after you complete the course for ORS to have your training record show up in the CAP system (if applicable).