



Texas A&M University-Kingsville has partnered with Cayuse research administration software to streamline submission processes and record-keeping. If you follow the steps below, your CITI training can be linked to your Cayuse profile.

Creating a NEW CITI User Account

In a web browser, navigate to:
www.citiprogram.org



1. In the upper right corner of the screen, Select Register:
2. Then you will be asked to affiliate with an institution. Select **Texas A&M Kingsville** from the drop down list.
3. On the next page, you will be prompted to fill in your contact info.
 - Enter your name as it is in WorkDay, Banner or class rosters.
 - Use your @tamuk.edu email:
 - **first.last@tamuk.edu**
 - **first.last@students.tamuk.edu**
 - You may use a personal email as your secondary address for account recovery, but **your @tamuk.edu email address is used to link your CITI training to Cayuse.**
4. Create USERNAME and PASSWORD, and fill in the Security Question.

Human Subjects: Student Course

The courses needed in CITI vary based on the role of the Investigator and the type of research being conducted.

Check with Research Compliance if you or your PI are uncertain about what training is required for your study.

These instructions below are for Undergraduate and Masters levels.

1. Log in to **www.citiprogram.org**.
2. Click on **Add a Course or Update Learner Group**.
3. The next menu asks you to select a course.
4. Pick **Human Subjects Research** (if your study also requires biosafety and animal welfare or any others, you may choose these at the same time)
5. If you are a NEW user, Select **NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past**, click **Next**.
6. On the next page, select **Students conducting no more than minimal risk research**, click **Next**.
7. Select **Students course** on the next page.
8. Complete the **Integrity Assurance Statement**.
9. The course will now start. You will read a passage and take a quiz, there are multiple sections. You can save and come back if needed, but the training must be completed before you can do any work on the study.
10. If you have already taken the Students course, select that option, and follow the instructions provided to refresh your training or retake the coursework if expired.



Human Subjects: Social and Behavioral Researchers Course

The courses needed in CITI vary based on the role of the Investigator and the type of research being conducted.

Check with Research Compliance if you or your PI are uncertain about what training is required for your study.

These instructions below are for Doctoral students, Faculty, Staff, Volunteers, Visiting Scholars, External Collaborators*

1. Log in to www.citiprogram.org.
2. Click on **Add a Course or Update Learner Group**.
3. The next menu asks you to select a course.
4. Pick **Human Subjects Research** (if your study also requires biosafety and animal welfare or any others, you may choose these at the same time)
5. If you are a NEW user, Select **NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past**, click **Next**.
6. On the next page, select **Social and Behavioral Researchers**, click **Next**.
7. Select **Social and Behavioral Researchers** on the next page.
8. Complete the **Integrity Assurance Statement**.
9. The course will now start. You will read a passage and take a quiz, there are multiple sections. You can save and come back if needed, but the training must be completed before you can do any work on the study. A minimum grade is needed to pass the course, and a running tally will be shown. You can retake any quizzes as need to get a passing score.
10. Save your completion report for your own records, CITI will pull your training course titles and completion/expiration dates to reflect in your CITI profile.
11. If you have already taken the Social and Behavioral Researchers course, select that option, and follow the instructions provided to refresh your training or retake the coursework if expired.

Biosafety: Training for Investigators, Staff and Students Handling Bio-hazards

The courses needed in CITI vary based on the role of the Investigator and the type of research being conducted.

Check with Research Compliance if you or your PI are uncertain about what training is required for your study.

These instructions below are for Undergraduate/Masters/Doctoral students, Faculty, Staff, Volunteers, Visiting Scholars, External Collaborators*

1. Log in to www.citiprogram.org.
2. Click on **Add a Course or Update Learner Group**.
3. The next menu asks you to select a course.
4. Pick **Biosafety/Bio-security** (if your study also requires human/subjects and animal welfare or any others, you may choose these at the same time)
5. If you are a NEW user, Select **NO, I have NOT completed the Basic Course in Biosafety/Bio-security in the past**, click **Next**.
6. On the next page, select **Basic Biosafety**, click **Next**.
7. Select **Training for Investigators, Staff and Students Handling Bio-hazards** on the next page.
8. Complete the **Integrity Assurance Statement**.
9. The course will now start. You will read a passage and take a quiz, there are multiple sections. You can save and come back if needed, but the training must be completed before you can do any work on the study. A minimum grade is needed to pass the course, and a running tally will be shown. You can retake any quizzes as need to get a passing score.
10. Save your completion report for your own records, CITI will pull your training course titles and completion/expiration dates to reflect in your CITI profile.
11. If you have already taken the **Training for Investigators, Staff and Students Handling Bio-hazards** course, select that option, and follow the instructions provided to refresh your training or retake the coursework if expired.

Animal Welfare: Species Specific Training & Working with the IACUC

The courses needed in CITI vary based on the role of the Investigator and the type of research being conducted.

Check with Research Compliance if you or your PI are uncertain about what training is required for your study.

1. These instructions below are for **Undergraduate/Masters/Doctoral students, Faculty, Staff, Volunteers, Visiting Scholars, External Collaborators***
2. Log in to www.citiprogram.org.
3. Click on **Add a Course or Update Learner Group**.
4. The next menu asks you to select a course.
5. Pick **Animal Welfare** (if your study also requires biosafety and animal welfare or any others, you may choose these at the same time)
6. The next selection(s) depends upon the species listed in the study and if there will be surgeries and/or more than momentary pain or distress. Check off all appropriate. (see image)
7. A page will appear giving you two (2) course options: **Essentials for IACUC Members & Working with the IACUC**. Select **Working with the IACUC****.
8. Complete the Integrity Assurance Statement.
9. The course will now start. You will read a passage and take a quiz, there are multiple sections. You can save and come back if needed, but the training must be completed before you can do any work on the study. A minimum grade is needed to pass the course, and a running tally will be shown. You can retake any quizzes as need to get a passing score.
10. Save your completion report for your own records, CITI will pull your training course titles and completion/expiration dates to reflect in your CITI profile.

** Regardless of any Species Specific or other coursework, the **Working with the IACUC** course is mandatory for all personnel on an IACUC protocol.

Do you conduct studies that use Lab animals?

Choose the appropriate species specific electives according to your research interests.

This question is required. Choose all that apply.

- IACUC Community Member
- Institutional Official: Animal Care and Use
- IACUC Chair
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.

Species Specific Modules

- I work with Mice. Family: Muridae Cricetidae
- I work with Rats. Genus: Rattus
- I work with Frogs, Toads or other Amphibians
- I work with Hamsters. Family: Muridae
- I work with Fish
- I work with Gerbils
- I work with Guinea Pigs
- I work with Rabbits, Family: Leporidae
- I work with Cats
- I work with Dogs
- I work with Swine
- I work with Sheep and Goats
- I work with Reptiles
- I work with Horses
- I work with Cattle
- Working With Animals In Biomedical Research - Refresher Course
- Wildlife
- Not at this time.



Other CITI Program Training for TAMUK Investigators

Depending on your field of research, the activities in the scope of work, funding requirements, and any international collaboration, you may have to complete more than one of the other courses offered through the CITI Program.

This may include training related to Proposal Development, Export Controls, and Responsible Conduct of Research. The account set up is the same, and you use the same log in to access any of these trainings if they are required. Choose from the checklist below within CITI to move forward with the appropriate courses.

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

This question is required. Choose all that apply.

- Human Subjects Research
- Good Clinical Practice (GCP)
- Health Information Privacy and Security (HIPS)
- Animal Welfare
- Responsible Conduct of Research
- Biosafety/Biosecurity
- Export Controls
- Essentials of Grant Proposal Development
- COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing

Please check with the Office of Research and Innovation to verify any required training if you are uncertain.



TrainTraq Training for TAMUK Investigators

Depending on your field of research, the activities in the scope of work, funding requirements, and any international collaboration, you may have to complete courses outside of CITI Program. While some TrainTraq courses are assigned and set to automatically remind users of the need to retake them to stay current, some have to be located manually and the Investigator needs to keep track of upcoming expirations.

Cayuse will not connect to TrainTraq to import training data. The Investigator will need to download the transcript and upload it into a Cayuse study being prepared for review. The confirmation email stating the training course title and date of completion can also be saved and uploaded into Cayuse to document training.

There are two methods used to access TrainTraq:

For TAMU System Employees with a UIN:

1. Access TrainTraq via Single Sign On (SSO), <https://sso.tamus.edu>
2. Navigate to **TrainTraq** in the menu

For TAMUK Students, Volunteers, Visiting Scholars, External Collaborators WITHOUT a UIN:

1. Access TrainTraq via External Gateway for A&M System Affiliate Personnel.
2. To access the gateway, an individual needs a working e-mail address and the current password.
3. This password is managed at System Training and it changes every few months.
4. Contact [Research Compliance](#) in the Office of Research and Innovation to request the link and current password as needed.

Common Courses needed within TrainTraq for Research

1. **Biosafety Level 2 Training 211486**
Required for all Investigators working in Biosafety Level 2 certified laboratories.
2. **Child Protection Training Course 2111652**
Required for all Investigators working with minors in Human Subjects Research.