Setting Up Your CITI Account & Enrolling in Biosafety Courses

1. Go to http://www.citiprogram.org and click "**Register**" in the top right of your screen.
2. Select your Organization Affiliation: Enter "**University of North Carolina at Charlotte**" in the text box. Check the boxes to agree to the terms of service and to confirm your institutional affiliation. Click "**Create a CITI Program Account**."
3. Provide required personal information. Required questions are marked with an asterisk (*). Click "**Continue to Step 3**."
4. Create your username and password. Select a security question and provide an answer. Click "**Continue to Step 4.**"
5. Provide your Country of Residence. Click "**Continue Registration**."
6. Indicate your interest (Yes/No) in receiving Continuing Education Unit (CEU) credit for CITI Program courses. For Biosafety and other University compliance purposes, CEUs are not required. Continue forward.
7. Provide information required by UNC Charlotte by completing all questions with asterisks. When answering "Which course do you plan to take?" Select "**Biosafety / Biosecurity**." Click "**Next**."
8. On the "Select Curriculum" page, Skip Questions 1 – 7 and scroll to Question 8, "**Biosafety Program Courses**." Select the course(s) pertinent to your current or anticipated role/research/work in the Biosafety Program at UNC Charlotte. You may choose from:

    - **Principal Investigators BSS**
    - **Laboratory Personnel BSS**
    - **Institutional Biosafety Committee (IBC) Members Training**
    - **NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules**
    - **Animal Biosafety**
    - **Bloodborne Pathogens Training**
    - **Shipping and Transport of Regulated Biological Materials**
    - **USDA Permits**
    - **Select Agents and Dual Use Research of Concern (DURC)**

    For example, if your research/work/role involves the introduction of infectious microorganisms into animals, select "Animal Biosafety." If you are working with recombinant or synthetic nucleic acids, select "NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules."

9. Select "**Submit**" to add the selected course(s) to your UNC Charlotte curriculum. Your course list will load, with newly added courses listed under "**Courses Ready to Begin**." Please note that you do not have to complete a course in one sitting. Course progress is saved for any given course until you complete it.

    Note that all CITI courses require you to take quizzes. To "pass" a course, you must achieve an average score of 80%.

Course completion is tracked by the IBC.
If you need more information, contact the Biosafety Officer at 704-687-1825 or uncc-ibc@charlotte.edu.