

## BIOSAFETY TRAINING – CITI Program Login Instructions for UA Personnel

- Please note that CITI biosafety coursework and other lab safety assignments through Skillsoft are **separate assignments**.
- You will need to initiate the CITI coursework aided by the instructions below.

### Biosafety Required Coursework:

Investigators, Students, and Staff

- **Research Biosafety: Handling Biohazardous Materials** (Renewal every 3 years)

PI, senior research staff, **and** administrators that are responsible for shipping of biological materials.

- **Shipping and Transport of Biological Materials** (Renewal every 2 years)

**Supplemental** courses that are not included in the required training but may be necessary for your research:

- Animal Biosafety
- Dual Use Research of Concern

### Instructions

#### UA faculty, staff, and students already registered with the CITI Program:

1. Go to [CITI Program website](#)
2. Under the CITI logo, select “Log in through my organization.”
3. UA uses “Single Sign On (SSO),” which requires a MyBama username and password.

LOG IN

LOG IN THROUGH MY ORGANIZATION

Organizations listed here use “Single Sign On” (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the “Log In” tab (if you already have a CITI Program account) or the “Register” tab (if you are new to CITI Program and creating an account for the first time).

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🧐

University of Alabama

Continue To SSO Login / Instructions

4. Click “View Courses” next to UA to view the courses that you have previously selected.

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

University of Alabama

View Courses

#### To add new courses:

1. At the bottom of the page, under “Learner Tools for University of Alabama,” select “Add a Course.”

#### Learner Tools for University of Alabama

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

2. Complete the Enrollment Questionnaire. Under Question 7, select:

**Research Biosafety: Handling Biohazardous Materials**

### Question 7

#### Biosafety/Biosecurity

Please select the course(s) that you need to complete.

- ☐ Institutional Biosafety Committee Member Course
- ☐ Research Biosafety: Handling Biohazardous Materials
- ☐ Shipping and Transport Biological Materials