Registering for CITI Human Subjects Research Training

New Users (no previous CITI account)

Select an option to view the instructions:

Show me the Quicksheet Instructions

CLICK HERE

Show me the Full Instructions

CLICK HERE

Revised November 8, 2017
**Registering for CITI Human Subjects Research Training**

**New Users (no previous CITI account) Quicksheet**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>At <a href="http://www.citiprogram.org">http://www.citiprogram.org</a>, click “Register” in the upper, right corner.</td>
</tr>
<tr>
<td>1</td>
<td>Under “Select Your Organization Affiliation” search for Saint Louis University (by beginning to type and then selecting from the list). Type “Saint” not “St.”.</td>
</tr>
<tr>
<td>2</td>
<td>Enter your name and email address (SLU users use: [yourSLUNetID]@slu.edu to ensure the link between the eIRB system and your training records).</td>
</tr>
<tr>
<td>3</td>
<td>Create a Username, Password, and Security Question/Answer.</td>
</tr>
<tr>
<td>4</td>
<td>Enter your Country of Residence.</td>
</tr>
<tr>
<td>5</td>
<td>Decline or apply for OPTIONAL CE credits (there is a cost) and answer the survey participation question.</td>
</tr>
<tr>
<td>6</td>
<td>Complete your SLU learner profile. Include your Banner ID # &amp; modified email (if applicable) to ensure the link between your training records and the eIRB system.</td>
</tr>
<tr>
<td>7</td>
<td>Select a training course (IRB mandated training is first option).</td>
</tr>
<tr>
<td>7.2</td>
<td>Select “NO” (you haven’t taken the basic course) unless you are sure a previous basic HSR course has been accepted by the SLU IRB for your account. The refresher course will not satisfy the training requirement on its own.</td>
</tr>
<tr>
<td>7.3</td>
<td>Select the version of the course you want (BIO/BSS/External Collaborator). Note that the External Collaborator course is not for SLU faculty, staff or students or for anyone who is routinely conducting research.</td>
</tr>
<tr>
<td>8</td>
<td>Click “Finalize registration”. Access your course(s) under the “Saint Louis University Courses” menu. You do not have to complete a course in one sitting.</td>
</tr>
</tbody>
</table>

If you have additional questions, please contact the IRB at (314) 977-7744 or irb@slu.edu.
Registering for CITI Human Subjects Research Training
New Users (no previous CITI account)

Initial Set-up:
Go to http://www.citiprogram.org.
Click “Register” in the upper, right corner to begin.

If you already have a CITI account, refer to the instructions for users with an existing account located on the IRB website or by clicking HERE.

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STEP 1:

a- Search for and select Saint Louis University as your Organization Affiliation (by beginning to type)

b- Click the checkbox to agree to the Terms of Service

c- Click “Continue to Step 2”

Search tips:
Make sure to type “Saint” not “St.”

Do not click the “Can’t find your institution?” link—SLU is not listed there
**STEP 2:**
Enter your name and email address.

List your modified SLU email address ([yourSLUNetID]@slu.edu) to help link completion records to the eIRB system.

A secondary email address is optional.

When finished, click “Continue to Step 3”.

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**Personal Information**

* Indicates a required field.

- **First Name**
- **Last Name**
- **Email Address**
- **Verify email address**

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

- **Secondary email address**
- **Verify secondary email address**

Use your modified SLU email address ([yourSLUNetID]@slu.edu) to link your account to eIRB EVEN IF you have an @health account.

**Revised November 8, 2017**
STEP 3: Create a username, password, and security question/answer.

When finished, click “Continue to Step 4”.

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STEP 4: Enter your country of residence. When finished, click “Continue to Step 5”.

Revised November 8, 2017
STEP 5:

a- Answer the question regarding CEU credits. This is OPTIONAL; you do NOT have to pay to complete the course if you do not want CEU credits.

b- Answer the questions regarding a future CITI survey and marketing info. Both are optional, but you must answer the questions.

c- When finished, click “Continue to Step 6”.

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STEP 6 (part 1):
Complete the required information for your SLU learner profile.

NOTE: SLU employees and students should list a Banner ID number (even though the question is not mandatory) and modified email address. Including these items will ensure the link with training records and the eIRB system (proof of training is mandatory on the IRB application).

Community partners or other users taking the SLU CITI training as instructed do not need to list a Banner ID number or SLU email address.

Follow these important instructions to modify your SLU email to ensure the link to your eIRB account.

SLU users should list their 9 digit Banner ID # in order to link your account to eIRB.
STEP 6 (part 2):
Complete the optional address information.

NOTE: Only an office phone number is required.

When finished, click “Continue to Step 7”.

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**STEP 7 (part 1):**

Select the first option: “Yes, I need to take required IRB Training. I conduct research with live human beings, human tissue samples or with data derived from human beings”.

When finished, click “Next”.

**NOTE:** You may select other class options at the same time if desired, but only the first option is mandated by the IRB Office.
STEP 7 (part 2):
Select: “NO, I have NOT completed the Basic Course in the Protection of Human Research Subjects in the past. This is the first time using the CITI Program at this institution. I need to complete the Basic Course.”*

When finished, click “Next”

* You should select “NO” unless you are sure a previous basic HSR course has been accepted by the SLU IRB. The refresher course will not satisfy the training requirement alone.

IMPORTANT: The IRB does not accept the refresher course for the human subjects protection training requirement. For more information, or to find out if a previously completed training will qualify, contact the IRB at (314) 977-7744 or irb@slu.edu.

* indicates a required field.

IMPORTANT: The IRB does not accept the refresher course for the human subjects protection training requirement. For more information, or to find out if a previously completed training will qualify, contact the IRB at (314) 977-7744 or irb@slu.edu.

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STEP 7 (part 3):
Select the course that relates to you/your research.

When finished, click “Next”.

NOTE: In order to pass the course, you must satisfactorily complete all quizzes (80% passing grade).

* indicates a required field.

* If you conduct Human Subjects Research, what is your research focus?

Choose one answer

- I conduct Biomedical Research: This is the first time I will take the CITI basic course for investigators and key University.
- I conduct Social/Behavioral Research: This is the first time I will take the CITI basic course for investigators and University.
- I am an external collaborator (e.g., community partner). I am assisting on a Saint Louis University research project and have been instructed to take this course. NOTE: this course is not for SLU faculty, staff or students or for anyone who is routinely conducting research.

External Collaborator: This course is only for non-SLU collaborators, such as community partners (not SLU faculty, staff or students), who are assisting on a SLU research project and have been instructed to take this course. Those who routinely partner on SLU research should select either the Biomedical or Social/Behavioral Research basic courses instead of this course.

Biomedical Research: Individuals who conduct any biomedical research should select this course during registration.

Social/Behavioral Research: Individuals who conduct only social/behavioral research should select this course during registration.

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STEP 8:
a- Click “Finalize registration”.

b- Click the “Saint Louis University Courses” blue bar to access the course (you do not have to complete the course in one sitting).

NOTE: This screen is your main menu. From this page you can affiliate with other institutions, access previously completed coursework, etc.

If you have any additional questions, please contact the IRB at (314) 977-7744 or irb@slu.edu.