Registering for CITI Human Subjects Research Training

Connecting (affiliating) an existing CITI account to SLU

Select an option to view the instructions:

Show me the Quicksheet Instructions

Show me the Full Instructions

Revised April 7, 2017
# Registering for CITI Human Subjects Research Training

## Affiliating with SLU Quicksheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your account at <a href="http://www.citiprogram.org">http://www.citiprogram.org</a>.</td>
</tr>
<tr>
<td>2</td>
<td>Expand the “Click here to affiliate with another institution” menu and click the link that appears.</td>
</tr>
<tr>
<td>3</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>4</td>
<td>Complete your SLU learner profile. Include your Banner ID # (if applicable) to ensure the link between your training records and the eIRB system.</td>
</tr>
<tr>
<td>5</td>
<td>Under the “Saint Louis University Courses” menu, select “Add a Course”.</td>
</tr>
<tr>
<td>6</td>
<td>Select a training course (IRB mandated training is first option).</td>
</tr>
<tr>
<td>7</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 Office for your account. The refresher course will not satisfy the training requirement on its own.</td>
</tr>
<tr>
<td>8</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>9</td>
<td>Your course is located under the “Saint Louis University Courses” menu.</td>
</tr>
</tbody>
</table>

If you have additional questions, please contact the IRB Office at (314) 977-7744.
Step 1:
Log into your account at http://www.citiprogram.org.

If you have forgotten your CITI Program username and/or password, use the “Forgot?” link or call the IRB Office (314-977-7744).
STEP 2:
On your Main Menu, select “Click here to affiliate with another institution” to expand the menu.

Click the link: “Click here to affiliate with another institution”.

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STEP 3:
Search for and select “Saint Louis University” (by beginning to type) as your Organization Affiliation, and select the option that appears.

When finished, click “Next”.

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

NOTE: Users may hold multiple affiliations
STEP 4:
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). Including your Banner ID will ensure the link between 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 the Banner ID number.

SLU users should list their 9 digit Banner ID # in order to link the account to eIRB.
STEP 5:
You now have a SLU-Affiliated CITI account with a “Saint Louis University Courses” Main Menu option.

After affiliating your account with SLU, the IRB Office should be able to view previously completed training. Contact the IRB Office at irb@slu.edu or (314) 977-7744 to double check or for more information.

NOTE: Training completed in CITI prior to affiliating your account with SLU will NOT show up automatically in the eIRB system. You will still need to provide proof of basic training on your IRB application.

All of your SLU account options will be listed here.

Click “Add a Course” to register for human subjects research protection training.
**STEP 6:**
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:
Select “NO” if you need to complete the Basic HSR course.

NOTE: Only select “Yes” if you are sure the IRB Office has a record (or you can provide proof) of a previously completed basic HSR course.

When finished, click “Next”.

The refresher course will not satisfy the IRB training requirement without proof of basic training.

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 Office at (314) 977-7744.
**STEP 8:**
Select the course the relates to you/your research.

When finished, click “Next”.

**NOTE:** In order to pass the course, you must satisfactorily complete all quizzes.

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<table>
<thead>
<tr>
<th>Choose one answer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I conduct Biomedical Research. This is the first time I will take the CITI basic course for investigators and key University.</td>
<td></td>
</tr>
<tr>
<td>I conduct Social/Behavioral Research: This is the first time I will take the CITI basic course for investigators and key University.</td>
<td></td>
</tr>
<tr>
<td>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. <strong>NOTE:</strong> this course is not for SLU faculty, staff or students or for anyone who is routinely conducting research.</td>
<td></td>
</tr>
</tbody>
</table>
STEP 9:
Your course will be added to your Saint Louis University Courses Menu. Click to start (you do not have to complete a course in one sitting).

If you have any additional question, please contact the IRB Office at (314) 977-7744.