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 April 7, 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 (use your SLU address (if applicable) 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 # (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 Office 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 Office at (314) 977-7744.
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 Training and Education webpage or by clicking HERE.
**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 SLU email address (if applicable) to help link completion records to the eIRB system.
A secondary email address is optional.
When finished, click “Continue to Step 3”.

Use your SLU email address to link your account to eIRB.
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”.

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**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 question regarding a future CITI survey. The survey is optional, but you must answer the question.

c- When finished, click “Continue to Step 6”.
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). Including your Banner ID 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.

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 Office. 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 Office at (314) 977-7744.
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.
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 Office at (314) 977-7744.