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 May 10, 2019

Registering for CITI Human Subjects Research Training

New Users (no previous CITI account) Quicksheet

0	At http://www.citiprogram.org, click “Register” in the upper, right corner.
1	Under “Select Your Organization Affiliation” search for Saint Louis University (by beginning to type and then selecting from the list). Type “Saint” not “St.”.
2	Enter your name and email address (SLU users use: [yourSLUNetID]@slu.edu to ensure the link between the eIRB system and your training records).
3	

Registering for CITI Human Subjects Research Training

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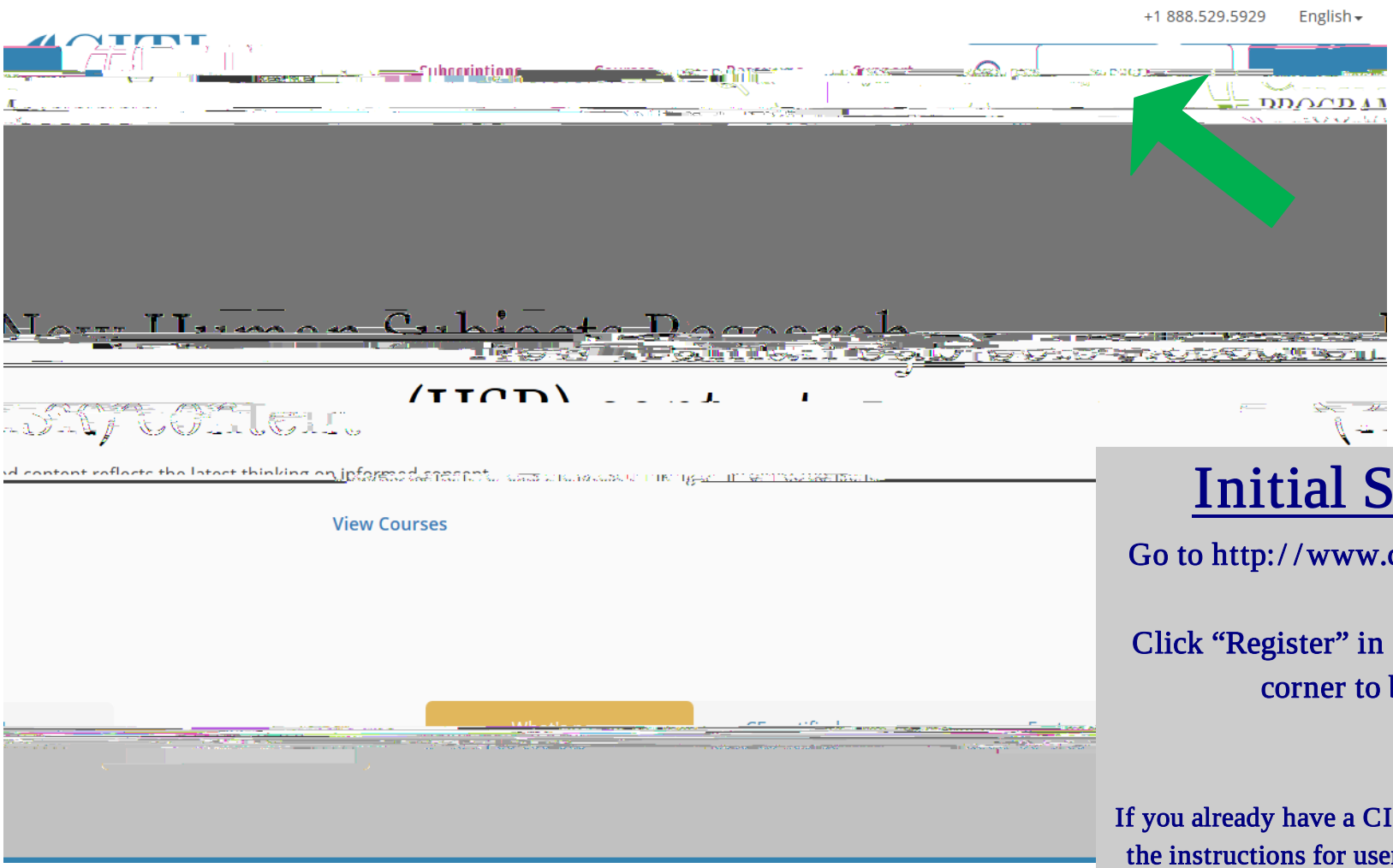

Initial Set-up:

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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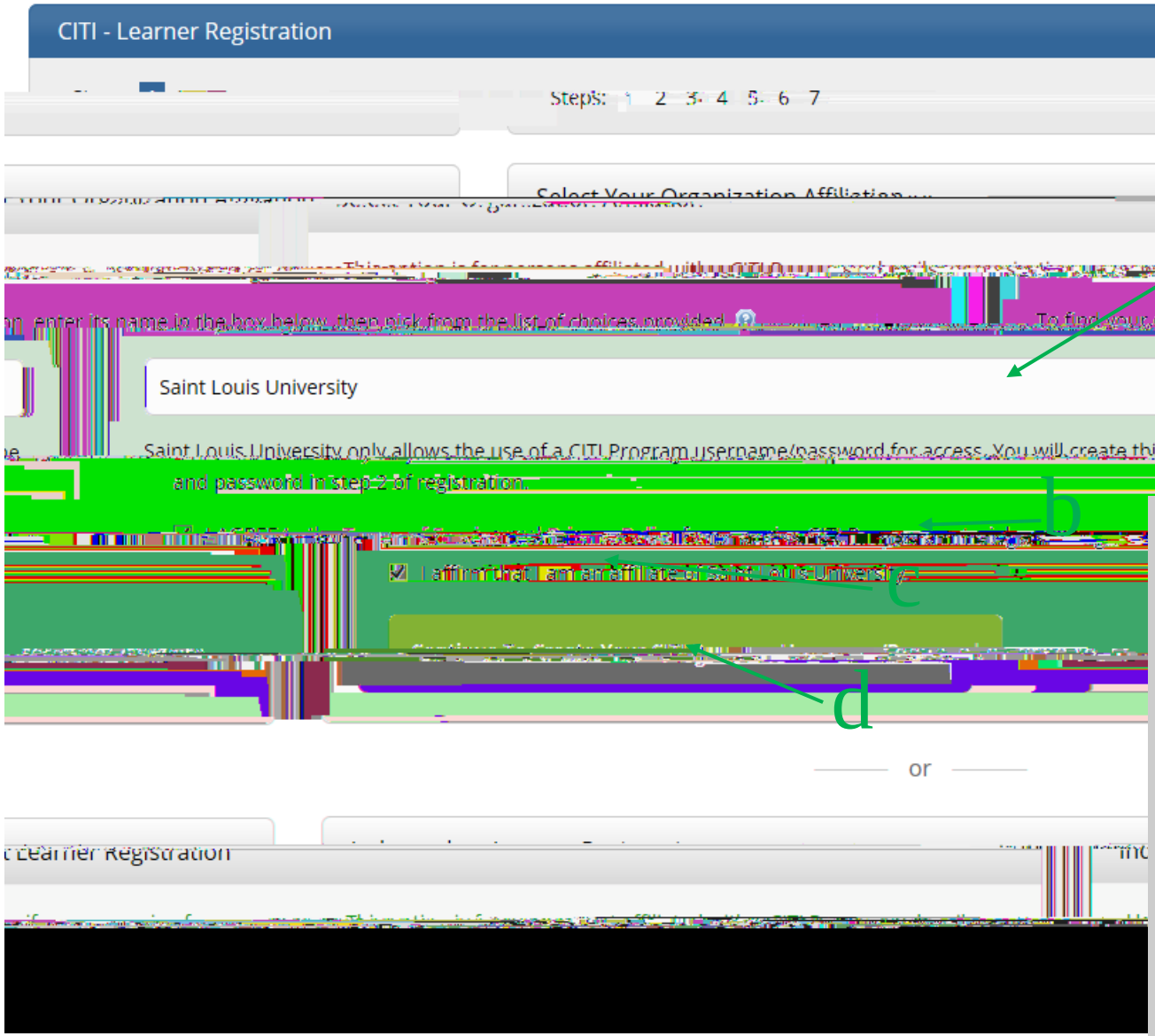


STEP 1:

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

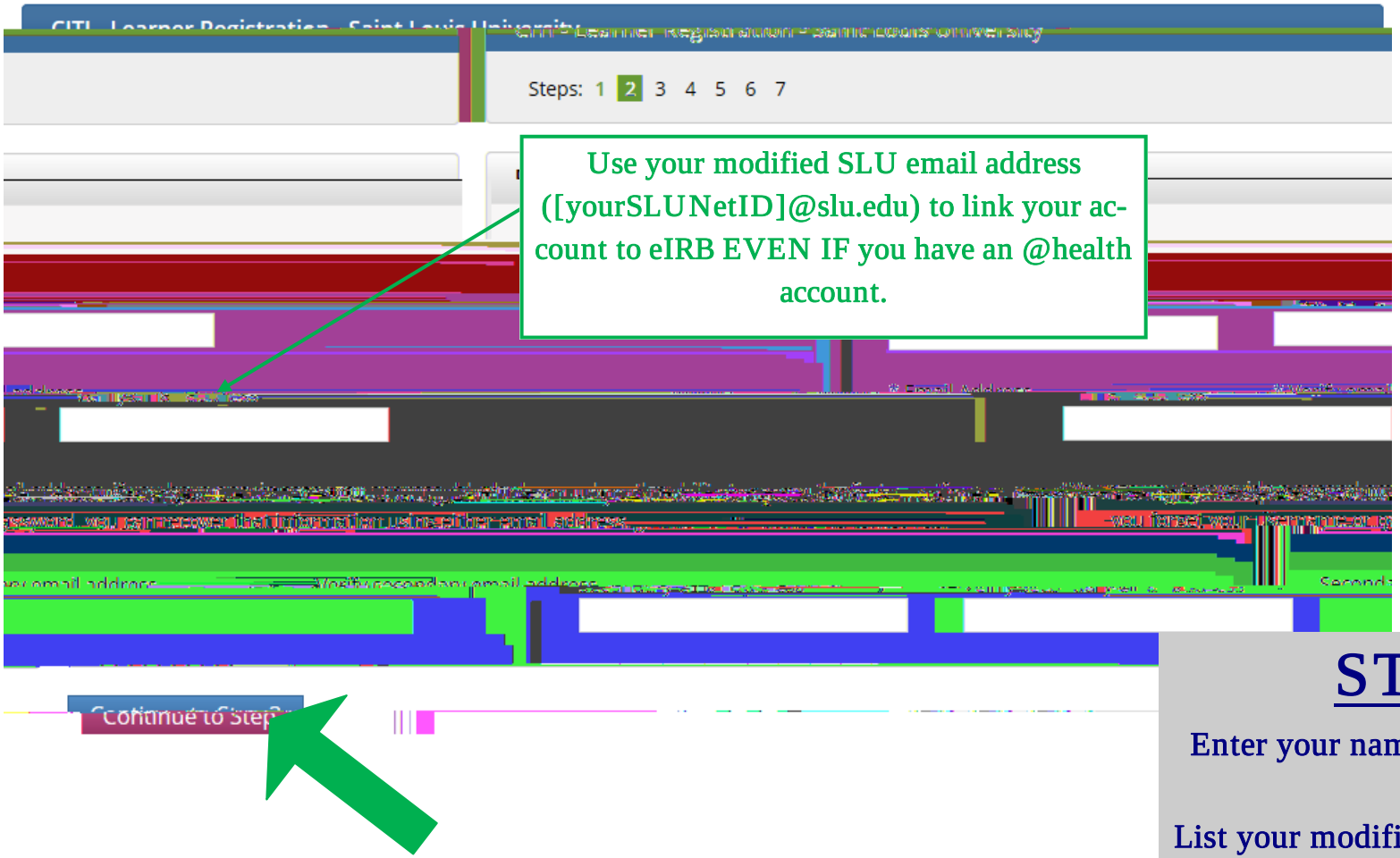
b- Click the checkbox to agree to the Terms of Service and Privacy Policy

c- Click the checkbox to affirm SLU affiliation (external collaborators can click this)

d- Click "Continue. . ."

Search tips:
Make sure to type "Saint" not "St."

Revised May 10, 2019



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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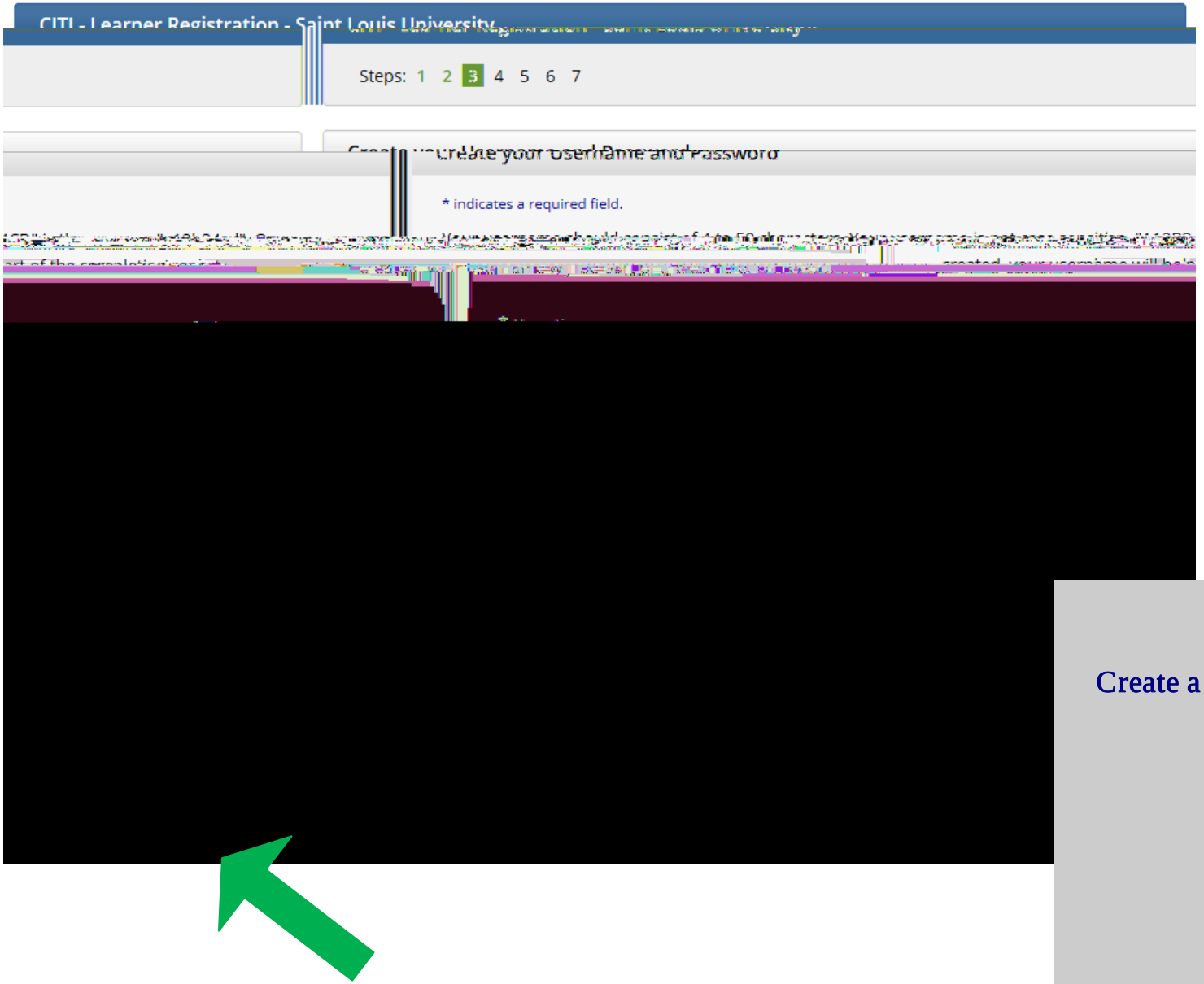
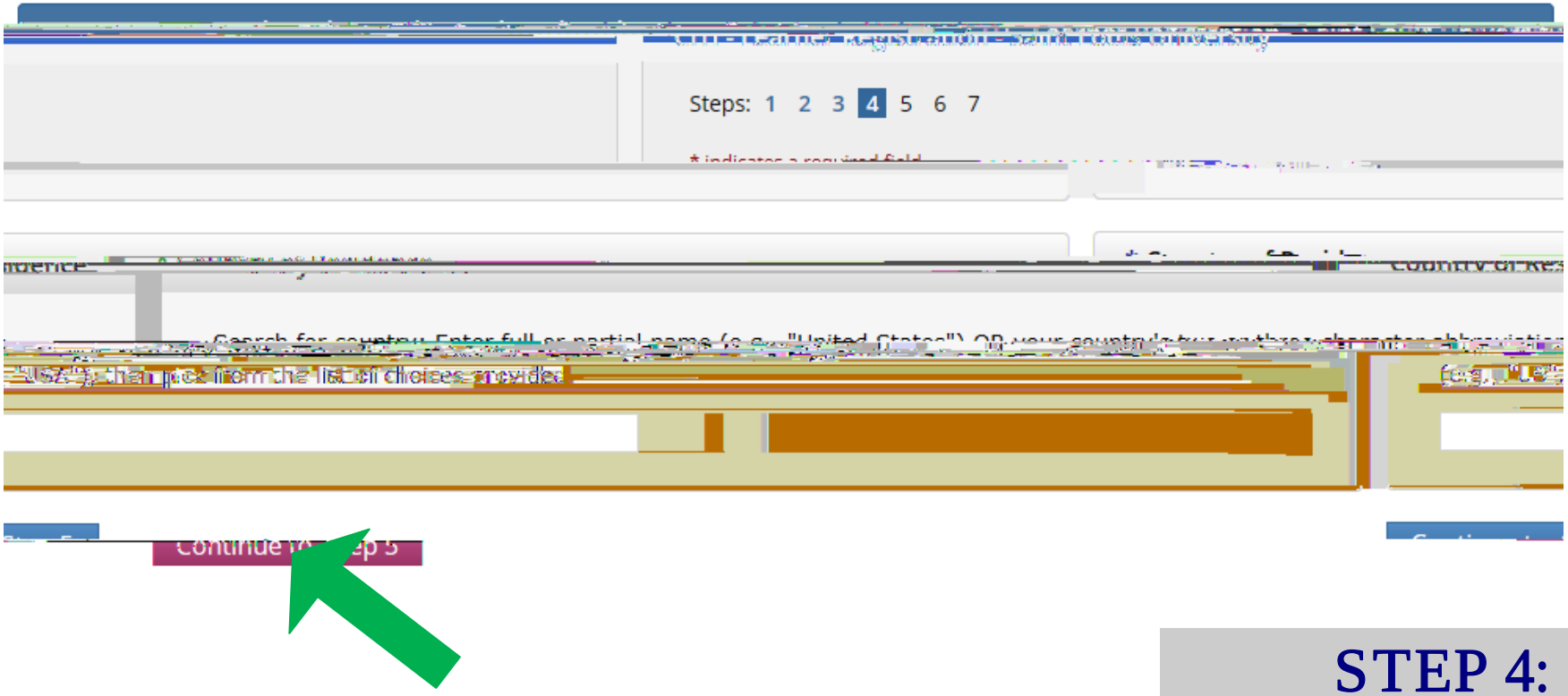


STEP 3:

Create a username,



STEP 4:

Enter your country of residence.

When finished, click “Continue to Step 5”.

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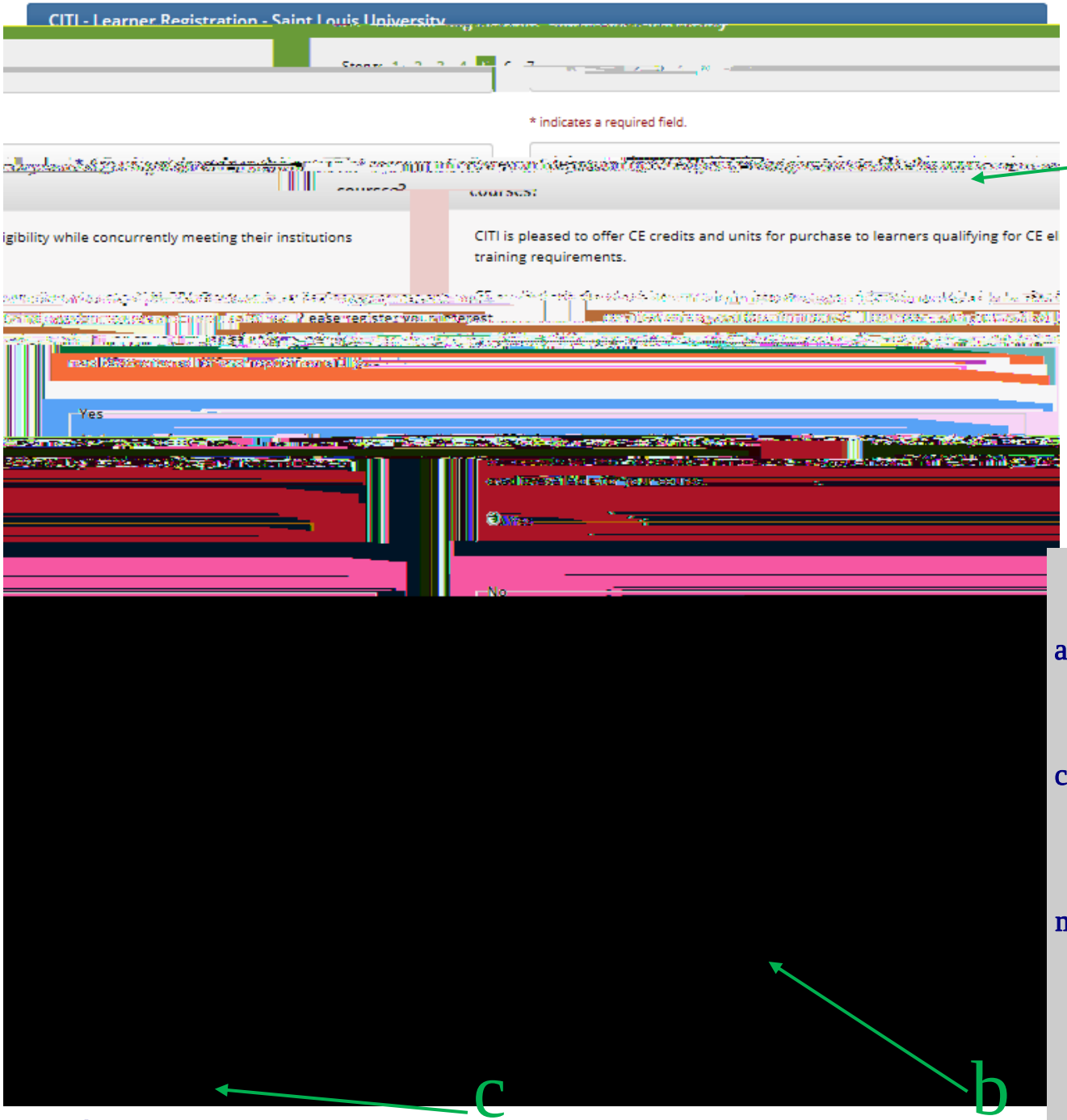


a

b

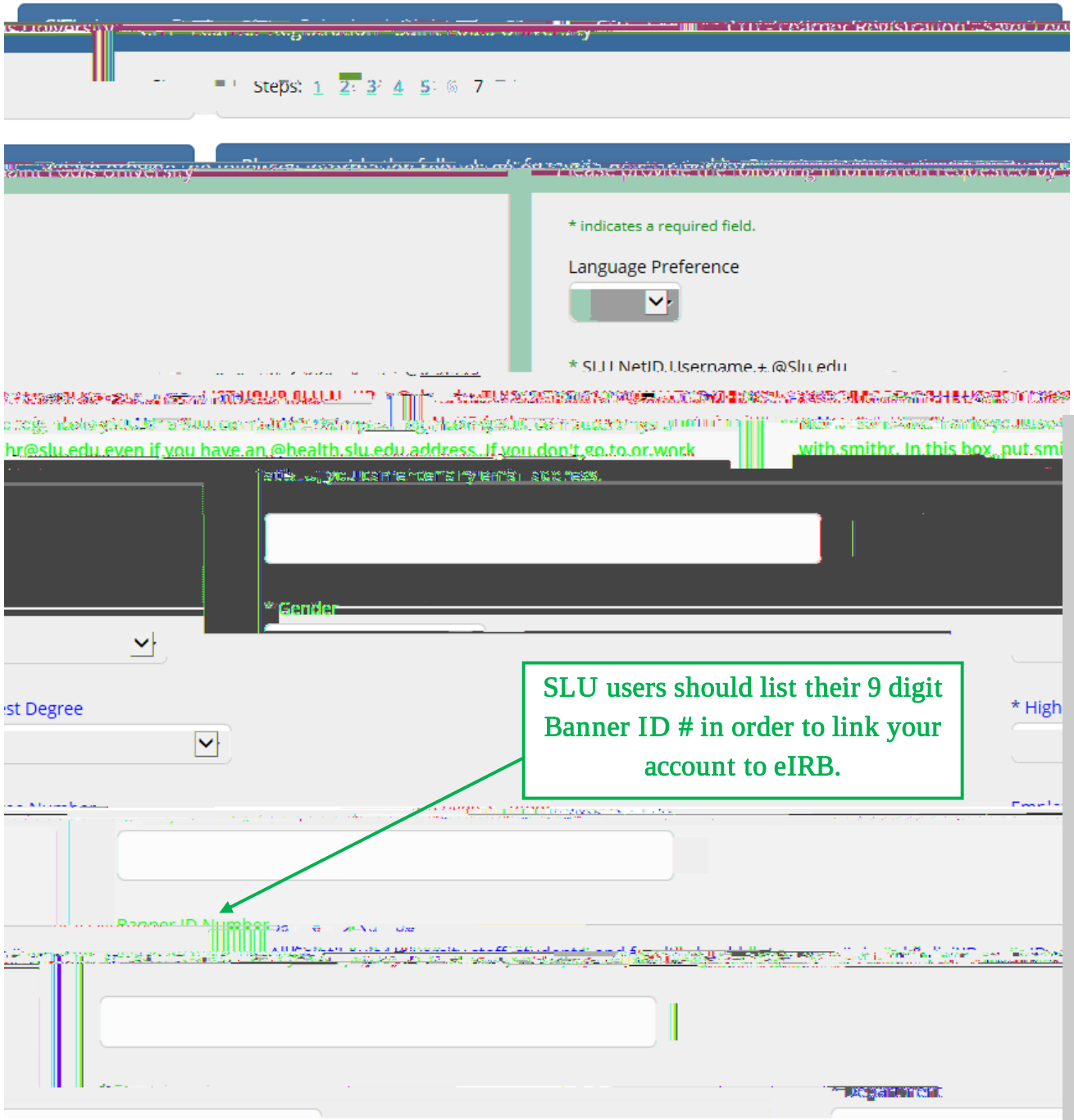
c

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 research survey and marketing info (not pictured). Both are optional, but you must answer the questions.

c- When finished, click "Continue to Step 6".

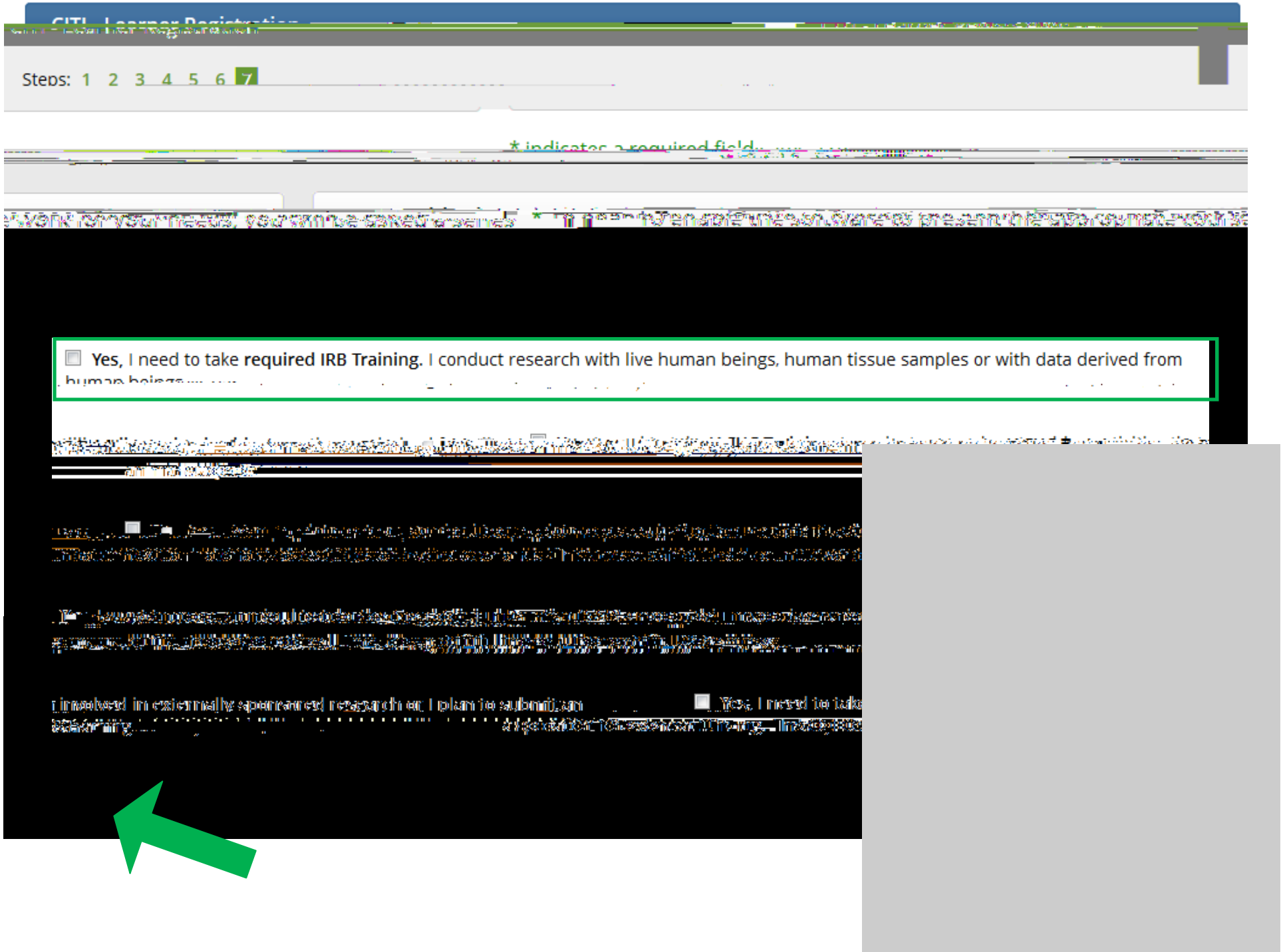


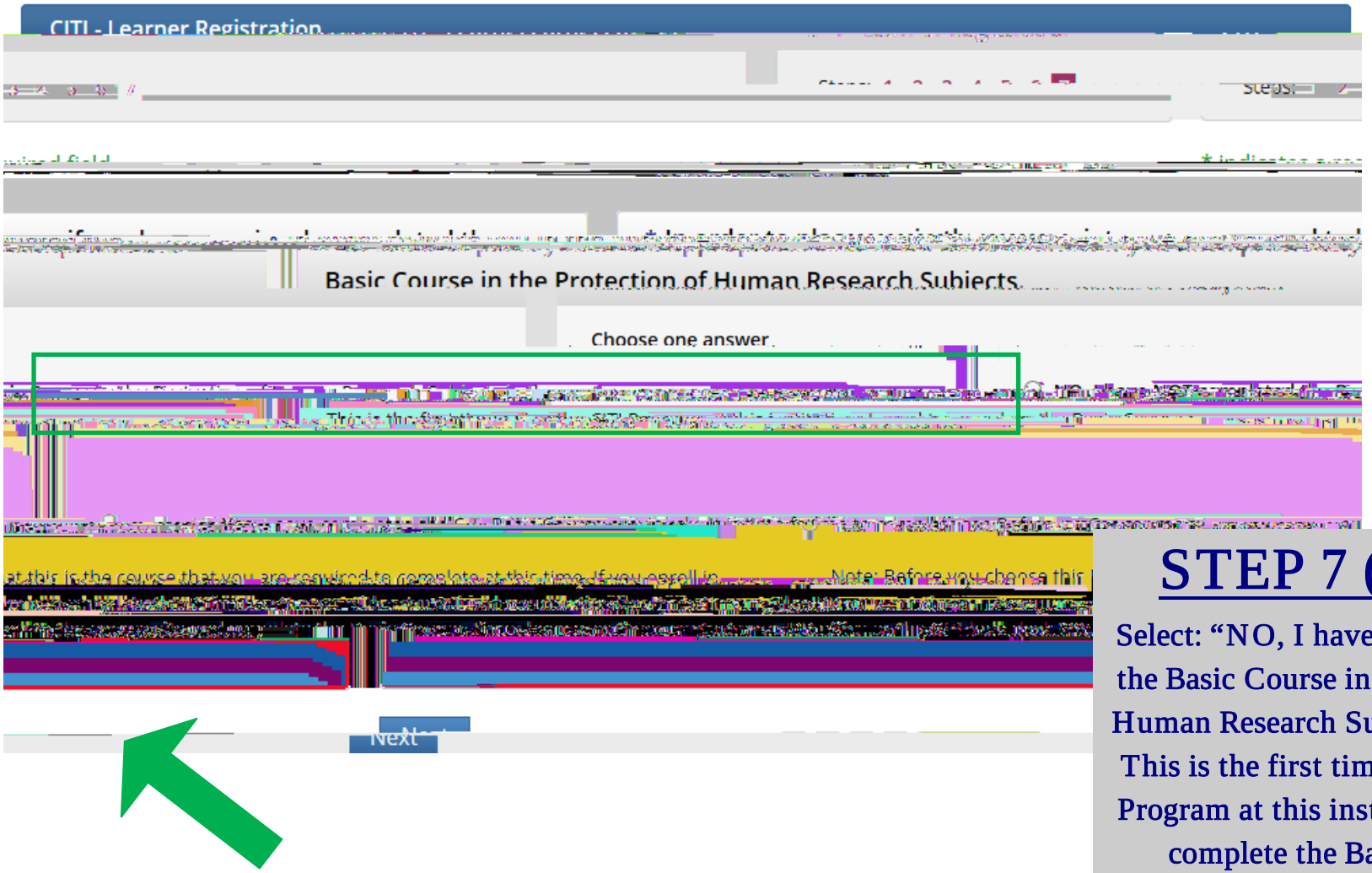
STEP 6 (part 1):

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) 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.


Steps: 1 2 3 4 5 6 7
Yes, I need to take required IRB Training. I conduct research with live human beings, human tissue samples or with data derived from



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"

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.

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.

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).

STEP 8:

a- Click “Finalize Registration”.

b- Click “View Courses” for the Saint Louis University option to access your course menu.

c– Click “Start Now” to begin the training (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.