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
CLICK HERE	CLICK HERE

Registering for CITI Human Subjects Research Training
Affiliating with SLU Quicksheet

1 Log into your account at http://www.citiprogram.org.

2 Click the link "Add Institutional Affiliation" to start the affiliation process.

3 Search for (by beginning to type) "Saint Louis University". Type "Saint" not "St.". Click both checkboxes to agree to Terms of Service and affirm affiliation.

4 Complete your SLU learner profile. Include your Banner ID # and modified SLU email address to ensure the link between training records and the eIRB system.

5 Under the Saint Louis University Courses menu, select "Add a Course".

6 Select a training course (IRB mandated training is first option).

7 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.

8 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.

9 Your course is located under the Saint Louis University "Courses Ready to Begin" menu.

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

+1 888.529.5929   English▾

CITI PROGRAM

Subscriptions ▾   Courses ▾   Resources   Support ▾   🔍   Register   Log In

New Huma
(HSR) cont

Updated content reflects the latest th

View Courses

What's new

CITI PROGRAM

LOG IN   LOG IN THROUGH MY INSTITUTION   REGISTER

Username   Forgot?

Password   Forgot?

Log In

Need Help? Support Center

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 contact CITI for help by clicking "Support Center".

Revised May 10, 2019

CITI PROGRAM

Courses Records CEUs Support

Rachel IRB ▾

Welcome, Rachel

Add Institutional Affiliation
Register as Independent Learn

0 Courses Completed

3 Years of Membership

⚠️ Due to planned maintenance, the CITI Program website will be unavailable on Saturday May 11th from 8 p.m. to 12 a.m. U.S. Eastern Time (5 p.m. to 9 p.m. U.S. Pacific). We apologize for the inconvenience.

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**.

Saint Louis University

View Courses

STEP 2:

On your Main Menu, click the link "Add Institutional Affiliation" to start the affiliation process.

The "add an affiliation" link under Institutional Courses will also work for this process.

Revised May 10, 2019

Affiliate with an Institution

Home › Profiles › Affiliate with an Institution

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

a

Saint Louis University

b

✓ I AGREE to the Terms of Service for accessing CITI Program materials.

c

✓ I affirm that I am an affiliate of Saint Louis University. ⓘ

d

Continue

Revised May 10, 2019

STEP 3:

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

Search tips:

Make sure to type "Saint" not "St."

b– Click the checkbox to agree to the Terms of Service.

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

d- Click "Continue".

NOTE: Users may hold multiple affiliations

Please provide the following information requested by Saint Louis University.

Fields marked with an asterisk (*) are required.

Language Preference

English ▼

SLU NetID Username + @slu.edu *

LIST YOUR SLU NetID + @slu.edu. THIS IS THE ONLY WAY THE IRB WILL HAVE RECORD OF YOUR TRAINING. Your SLU NetID is the username you use to log into MySLU or a SLU computer. Example: I log into my SLU computer/myslu with smithr. In this box, put smithr@slu.edu even if you have an @health.slu.edu address. If you don't go to or work at SLU, you can enter any email address.

Gender *

... ▼

Highest degree *

... ▼

Employee Number

Banner ID number

All Saint Louis University staff, students, and faculty should enter your assigned 9 digit Banner ID

Revised May 10, 2019

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 4 (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.

* What Is Your Role In Research?

[▼]

Address Field 1

[   ]

Address Field 2

[   ]

Address Field 3

[   ]

City

[   ]

State

[   ]

Zip/Postal Code

[   ]

Country

[   ]

* Office Phone

[   ]

Home Phone

[   ]

STEP 4 (part 2):

Continue to complete the required information for your SLU learner profile.

Show Courses for: Saint Louis University ▼ **Institution List**

Saint Louis University

⚠ You are not enrolled in any courses for this institution.

Add a Course

Learner Tools for Saint Louis University

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

After affiliating your account with SLU, the IRB Office should be able to view previously completed training. Contact the IRB 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.

STEP 5:

You now have a SLU-Affiliated CITI account with a Saint Louis University Courses Main Menu option.

All of your SLU account options will be listed here.

Click "Add a Course" to register for human subjects research protection training.

Question 1

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any the following settings?

This question is required. Choose all that apply.

☐ **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

☐ **Yes,** I need to take **IACUC Training**. I conduct research or teaching activities that utillizes **live animal subjects** or tissues derived from live animal subjects

☐ **Yes,** I want to complete or I am required to complete a course in the **Responsible Conduct of Research (RCR)**. This course features foundation textual materials, case studies and video scenarios. This does not include or count toward required IRB training.

☐ **Yes,** I want to or am required to take the **Good Clinical Practice (GCP)** course. This course is required for NIH funded Clinical Trial personnel, and some sponsors, but is otherwise optional. This does not fulfill the requirement for IRB training

☐ **Yes,** I need to take the **Conflict of Interest (COI)** Course. I am involved in externally-sponsored research or I plan to submit an application for external funding. The COI Course does not fulfill the requirement for IRB training

[Start Over]   [Next]

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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.

Select Curriculum
Saint Louis University

Question 2

In order to place you in the appropriate course we need to know if you have previously completed the Basic Course in the Protection of Human Research Subjects.

This question is required. Choose one answer.

○ **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.

○ **Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.
Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course , the IRB may require you to come back to the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).

Start Over   Next

Revised May 10, 2019
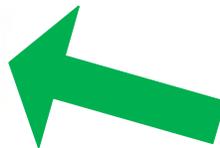
STEP 7:

Select "NO" if you need to complete the Basic HSR course.

NOTE: Only select "Yes" if you are sure the IRB 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.

Question 3

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

This question is required. Choose one answer.

○ I conduct Biomedical Research. This is the **first time** I will take the CITI basic course for investigators and key personel at Saint Louis University.

○ I conduct Social / Behavioral Research: This is the **first time** I will take the CITI basic course for investigators and key personel at Saint Louis 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.**

[Start Over]   [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 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 (80% passing grade).

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✓ You are now enrolled in the course(s) you selected.

Show Courses for: Saint Louis University ▼   **Institution List**

Saint Louis University

Active Courses
Learner Tools

You have no active courses for this Institution.

Courses Ready to Begin
Learner Tools

Saint Louis University
Group 1.Biomedical Research Investigators and Key Personnel
Stage 1 - Basic Course

0 / 12 modules completed
Start Now

Completed Courses
Learner Tools

You have not recently completed any courses for this Institution. Full records of past completions are available in Records.

STEP 9:

Your course will be added to your Saint Louis University Courses Menu, under "Courses Ready to Begin".

Click "Start Now" to begin the training (you do not have to complete a course in one sitting).

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