CITI Initial Human Subjects Research Log-on Instructions

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GENERAL INSTRUCTIONS:

- You must enter CITI through the WU portal using your WUSTL Key.
- See the attached instructions and instructions in the OVCR’s quick guide: https://wustl.app.box.com/v/CITIQuickGuide
  - Full entry instructions are on the Office of Vice Chancellor’s website at: https://research.wustl.edu/announcements/new-citi-login-enrollment-process/
  - You may also follow the screen shot instructions below paying attention to the specific course you need to take.

NOT SURE WHICH TRAINING TO SELECT?

- Select the track most relevant for your research and/or your department.
- WU accepts all 4 tracks.
- Some departments and auditors require specific tracks.
- Here are the explanations of the training groups:
  - Group 1: Biomedical Research Team: For Biomedical Research Investigators and Team Members
  - Group 2: Biomedical IRB Members: For those who will be reviewing biomedical studies as a member of the WU IRB
  - Group 3: Danforth IRB Members and Researchers: For those who will be reviewing social science/non-biomedical studies as a member of WU’s IRB and for social science researchers and team members in specific departments listed
  - Group 4: All Other Danforth Researchers: For all other Danforth department investigators and research team members

SCREEN SHOT INSTRUCTIONS FOR ENTRY INTO INITIAL HUMAN SUBJECTS EDUCATION TRAINING THROUGH CITI
CITI Initial Human Subjects Research Log-on Instructions

1. Go to One.wustl.edu and search for CITI
2. Click on “Human Subjects Education, CITI”
3. Scroll down until you see “Washington University – St. Louis, MO. Click View Courses
4. Scroll down until you see “Learner Tools for Washington University – St. Louis, MO. Select “Add a Course”
5. In Question 1, select “Initial Human Subjects Education (required one time only)
6. In Question 2, select “Biomedical Investigators” and press Next. The course is now added to your Institutional page.
7. Go to the “Washington University – St. Louis, MO” page under Courses Ready to Begin.
8. Find the “Biomedical Investigators” course and select Start Now.
9. You will be taken to an integrity statement. Then the modules will appear.

See Screen Shots below:
FIRST TIME ACCESS or those asked to update: Complete a profile in CITI, for use by CITI.

- Complete the fields: First Name, Last Name, Password, Verify Password, Security Question, Security Answer, Your preferred email address, Verify your email address, Your secondary email address, Verify your secondary email address, Country of Residence.
- Select “UPDATE, CONTINUE or NEXT” whichever appears.
  - CANCEL to start again.
FIRST TIME ACCESS or those asked to update: A second profile will appear with more questions.

Use your employee # or NONE

If role not listed, select one closest

Select your dept. or NONE
Welcome, Sarah
Add Institutional Affiliation
Register as Independent Learner

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.

DEMO
View Courses
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.

DEMO
PRIM&R MEMBER
St. Louis, MO-657
Washington University - St. Louis, MO
Would you like to affiliate with another Institution?
Would you like to remove an existing affiliation?

View Courses
View Courses
View Courses
Add Affiliation
Remove Affiliation

Independent Learner

Stage 1 - Basic Course
Post-Course Survey
Passed 20 Jul-2006
Review Course
View - Print - Share Record

Learner Tools for Washington University - St. Louis, MO
• Add a Course
• Remove a Course
• View Previously Completed Coursework
• Update Institution Profile
• View Instructions Page
• Remove Affiliation

Add a Course

CITI PROGRAM
SUPPORT
888.529.5929
8:30 a.m. - 7:30 p.m. ET
Monday - Friday
Contact Us
LEGAL
Accessibility
Copyright
Privacy and Cookie Policy
Terms of Service
Select the correct track for you

Question 1
Which training(s) do you need to complete?
This question is required. Choose all that apply.

- [x] Initial Human Subjects Education (required one time only)
- [ ] Good Clinical Practice training (required every three years)
- [ ] Human Subjects Education Refresher training (required by some sponsors)
- [ ] Elective Education for Clinical Research Coordinators

Start Over  Next

Question 2
What is your role or focus in human subjects research? Choose the appropriate group below.
Choose one answer.

- [ ] Medical Campus Biomedical Research Investigators, Key Personnel, and Research Staff
- [ ] Biomedical IRB Members
- [ ] Danforth IRB Members and Researchers in the following Departments: Social Work, Anthropology, Economics, Education, Political Science, Psychological and Brain Sciences, Philosophy-Neuroscience-Psychology Program
- [ ] All other Danforth Schools/Departments (e.g., Social Behavioral) not listed above

Start Over  Next
TRANSFERING COURSES FROM ANOTHER INSTITUTION

- Please log into One.wustl.edu and search for CITI using your WUSTL Key.
- Select launch task
- Once in CITI, select the WU STL ‘View Courses’ button
- Under Learner Tools for WU select Add a Course
- Select Initial Human Subjects Education (required one time only)
- Select Medical Campus Biomed Res Investigators, Key Personnel and Res Staff or the track you are required to take at Washington University
- Then courses you took through CITI at your undergraduate institution should credit any WU CITI modules that are similar that you have added to your WU CITI account.
- Any remaining modules that need to be completed will now show in the WU CITI track you choose. Complete all those needed including the Washington University of St. Louis (ID 724) module so that a completion certificate will generate.
- Once done, the WU completion will credit into myIRB and Learn@Work 24 to 48 hours later.
- Keep a copy of your WU completion certificate for your records.
- Contact CITI Support for merging issues.
  - CITI Phone: 888-529-5929
  - CITI email: support@citiprogram.org