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

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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	Create a Username, Password, and Security Question/Answer.
4	Enter your Country of Residence.
5	Decline or apply for OPTIONAL CE credits (there is a cost) and answer the survey participation question.
6	Complete your SLU learner profile. Include your Banner ID # & modified email (if applicable) to ensure the link between your training records and the eIRB system.
7	Select a training course (IRB mandated training is first option).
7.2	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.
7.3	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.
8	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.

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 Human Subjects Research (HSR) content

Updated content reflects the latest thinking on informed consent.

View Courses

| What's new | CE certified courses | Featured course | Independe |

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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CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

a

Select Your Organization Affiliation

Search for organization: Enter full or partial name ⓘ

| Saint Louis University | | Can't find your institution? It may use Single Sign On. Check here.

To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

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

b

Continue to Step 2 | Search Again

c

Independent Learner Registration

Use this option if you are paying for your courses. Click the button "Continue as Independent Learner" to affiliate as an Independent Learner. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does n̶ provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

☐ I AGREE to the Terms of Service for accessing CITI Program materials.
☐ I have confirmed that my organization is not a subscriber to CITI Program for the course/series that I am purchasing as an Independent Learner. NOTE: We are unable to issue refunds for a purchased course/series if you find out that you have access to it via your organizatio̶ and have started the course/series.

Continue as Independent Learner (Fees Apply)

Revised November 8, 2017

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"

<u>Search tips:</u>
Make sure to type "Saint" not "St."

Do not click the "Can't find your institution?" link– SLU is not listed there

CITI - Learner Registration - Saint Louis University

Steps: 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.
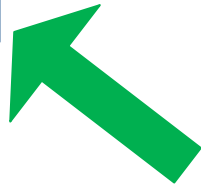
Secondary email address

Verify secondary email address

Continue to Step 3

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".

CITI - Learner Registration - Saint Louis University

Steps: 1 2 **3** 4 5 6 7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

[   ]

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".
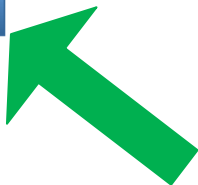
* Password   *** Verify Password**

[   ]   [   ]

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

[▼]

* Security Answer

[   ]

[Continue to Step 4]

STEP 3:

Create a username, password, and security question/answer.

When finished, click "Continue to Step 4".

CITI - Learner Registration - Saint Louis University

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Continue to Step 5

STEP 4:

Enter your country of residence.

When finished, click "Continue to Step 5".

CITI - Learner Registration - Saint Louis University

Steps: 1 2 3 4 **5** 6 7

* indicates a required field.

a

* **Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.**

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

○ Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

○ No

If you picked "YES", please check below the one type of credit you would like to earn

○ MDs, DOs, PAs - AMA PRA Category 1 Credits TM
○ Psychologists – APA Credits
○ Nurses – ANCC CNE
○ Other Participants – Certificates of Participation
○ Social Workers – Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

* **Can CITI Program contact you at a later date regarding participation in research surveys?** ⓘ

○ Yes
○ No
○ Not sure. Ask me later

b

[Continue to Step 6]

c

Revised November 8, 2017

STEP 5:

a- Answer the question regarding CEU credits. This is <u>OPTIONAL</u>; you do <u>NOT</u> have to pay to complete the course if you do not want CEU credits.

b- Answer the questions regarding a future CITI survey and marketing info. Both are optional, but you must answer the questions.

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

CITI - Learner Registration - Saint Louis University

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Saint Louis University

* indicates a required field.

Language Preference

[▼]

Follow these important instructions to modify your SLU email to ensure the link to your eIRB account.

* Institutional Email Address

PLEASE LIST YOUR SLU NetID + @slu.edu (even if you have an @health account). For example, IRB Guest1 (email: irb.guest1@health.slu.edu SLU NetID: gst-eirb1) should list: gst-eirb1@slu.edu in the field below. Failure to do this will require an upload of proof of training in each IRB application moving forward. If you are taking the SLU CITI training, but are not a SLU student, faculty member, employee, or guest, you may enter an alternate email addres

[   ]

* Gender

[▼]

* Highest Degree

[▼]

Employee Number

[   ]

SLU users should list their 9 digit Banner ID # in order to link your account to eIRB.

Banner ID Number

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

[   ]

* Department

[   ]

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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.

* 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

Continue To Step 7

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STEP 6 (part 2):

Complete the optional address information.

NOTE: Only an office phone number is required.

When finished, click "Continue to Step 7".
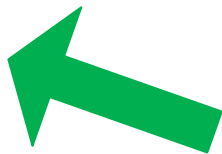
CITI - Learner Registration

* indicates a required field.

* 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?

☐ **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 <u>want to</u> complete or I am <u>required to</u> complete a course in the **Responsible Conduct of R** foundation textual materials, case studies and video scenarios. This does not include or count tow

☐ **Yes**, I <u>want to</u> or am <u>required to</u> take the **Good Clinical Practice (GCP)** course. This course is rec personnel, and some sponsors, but is otherwise optional. This does not fulfill the requirement for

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

Next

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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.

CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* 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.
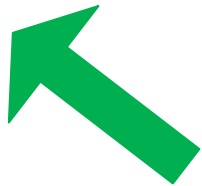
Choose one answer

○ **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 course by mistake and complete the Refresher Course without previously completing the Basic Course , the IRB m back to the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help d

Next

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 at (314) 977-7744 or irb@slu.edu.

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. The refresher course will not satisfy the training requirement alone.

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

Biomedical Research: Individuals who conduct *any* biomedical research should select this course during registration.

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

Choose one answer

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

Social/Behavioral Research: Individuals who conduct *only* social/behavioral research should select this course during registration.

○ I conduct Social / Behavioral Research: This is the **first time** I will take the CITI basic course for investigators a~~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.**

Next

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).

CITI - Learner Registration

Welcome to the CITI Program. Your registration with **Saint Louis University** is complete.

Finalize registration ← a

CITI PROGRAM | Collaborative Institutional Training Initiative

Search Knowledge Base 🔍

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

b

✅ Your registration has been completed successfully.

▼ Saint Louis University Courses ←

ⓘ Course	ⓘ Status	ⓘ Completion Report	ⓘ Survey
Group 1.Biomedical Research Investigators and Key Personnel	Not Started	Not Earned	

My Learner Tools for Saint Louis University
- ⓘ Add a Course
- ⓘ Remove a Course
- ⓘ View Previously Completed Coursework
- ⓘ Update Institution Profile
- ⓘ View Instructions page
- ⓘ Remove Affiliation

▸ Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

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 at (314) 977-7744 or irb@slu.edu.