

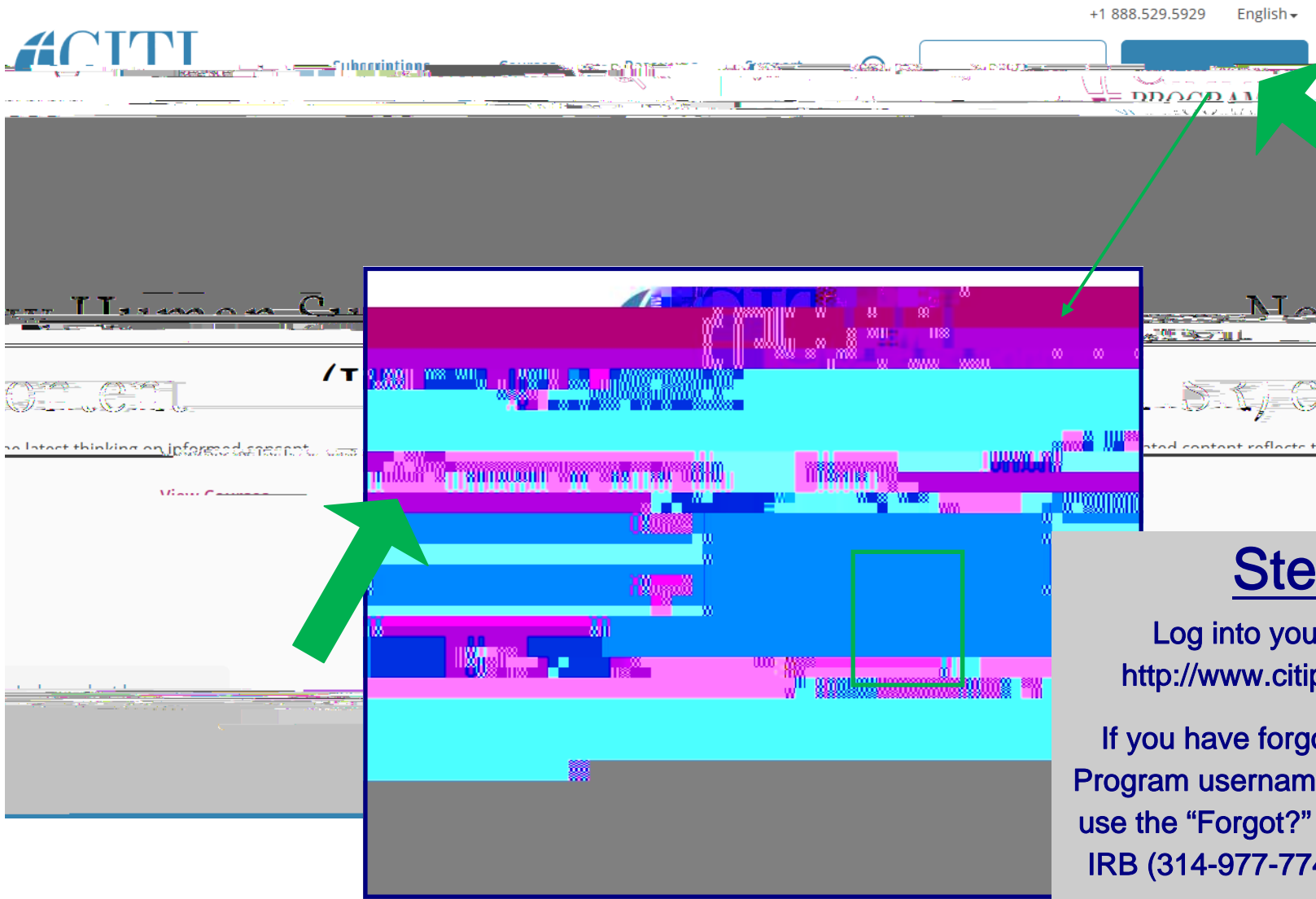
Registering for CITI Human Subjects Research Training

Add a Course Quicksheet

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Registering for CITI Human Subjects Research Training

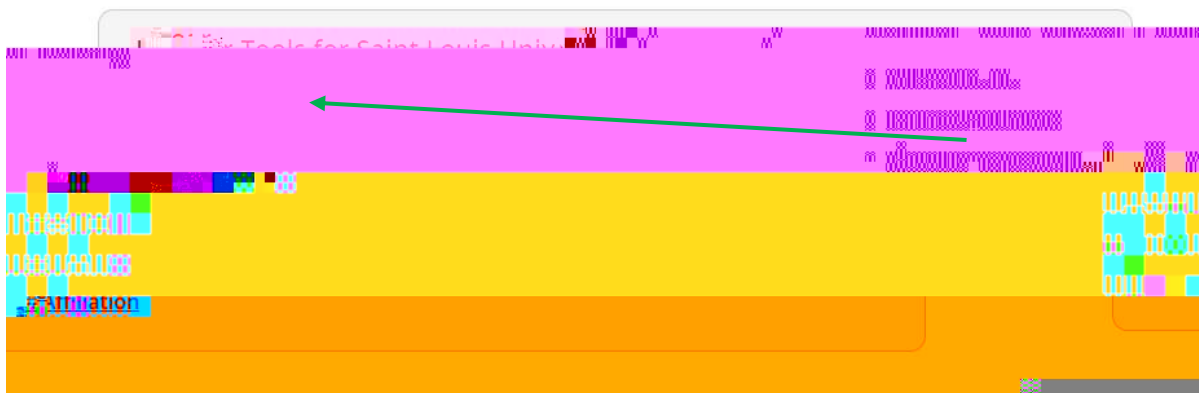
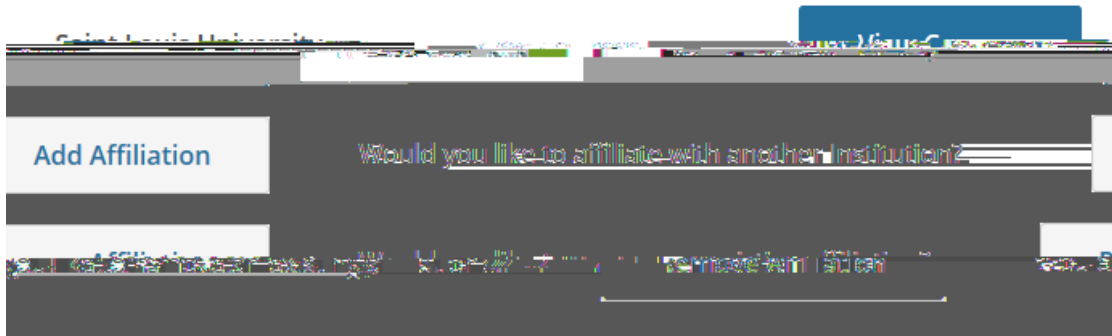
Adding a Course to Your CITI account



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



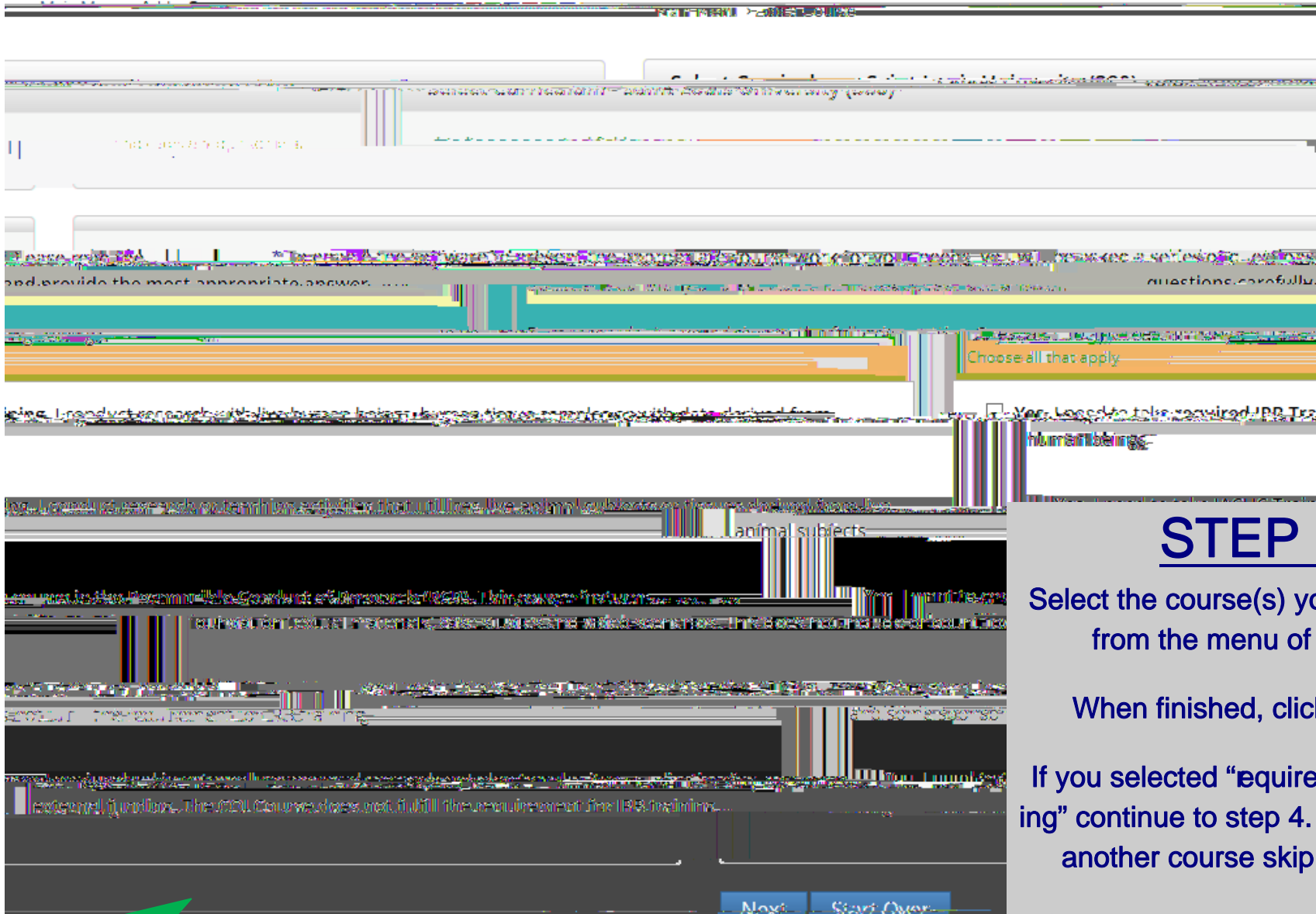
Revised May 10, 2019

STEP 2:

Open your SaintLouis University Courses main menu option, by clicking "View Courses."*

Under "Learner Tools for Saint Louis University", click "Add a Course" to view the course options.

* You must have a CITI account that is affiliated with SLU to see this menu. If you don't, see the instructions for connecting (affiliating) your CITI account, [HERE](#).



STEP 3:

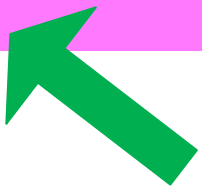
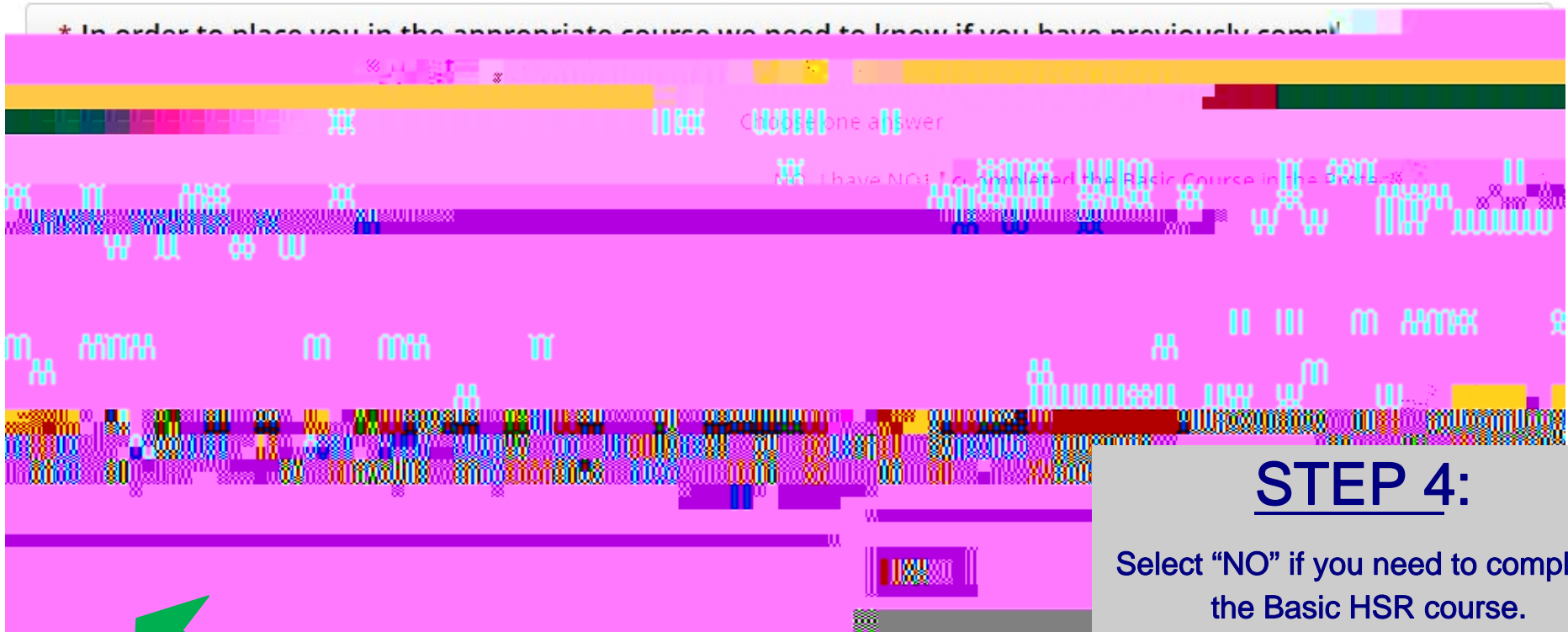
Select the course(s) you'd like to add from the menu of options.

When finished, click "Next".

If you selected "required IRB Training" continue to step 4. If you selected another course skip steps 4 & 5.

NOTE: You may select multiple class

* indicates a required field.



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 4:

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.

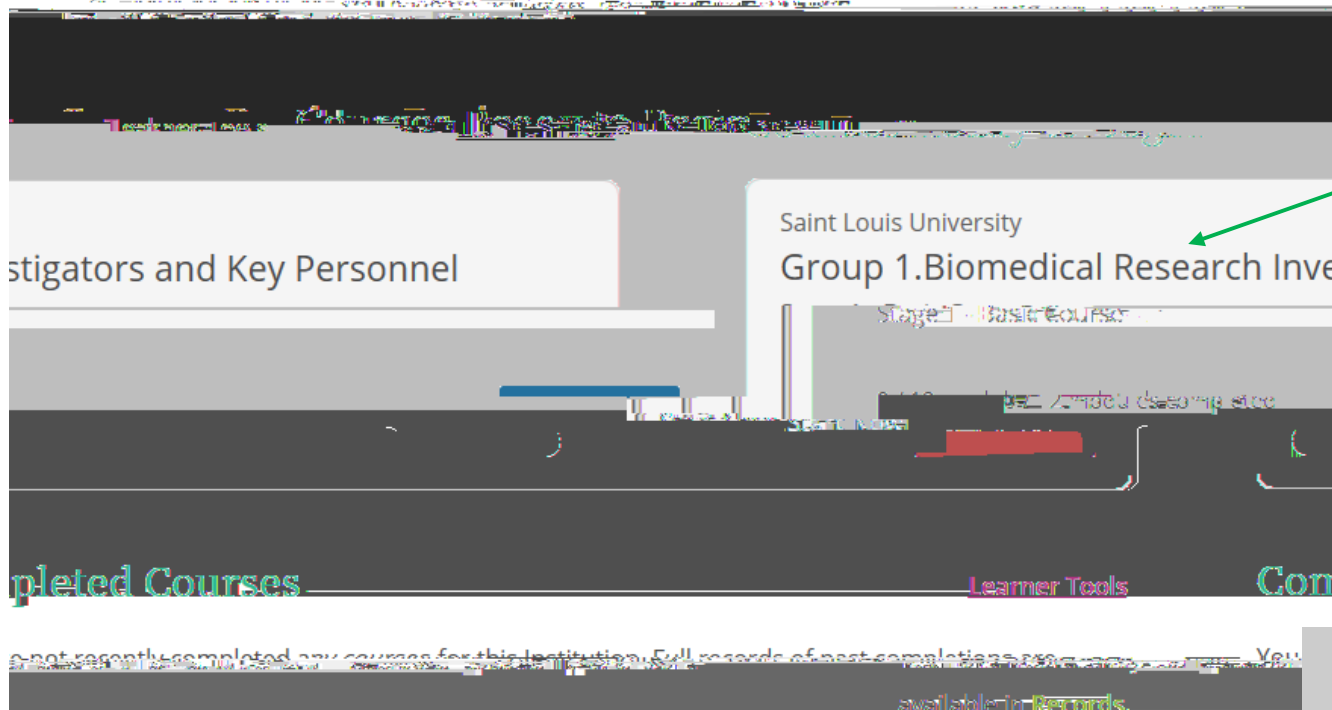
* indicates a required field.

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NOTE: You must add the IRB required refresher training (i.e., follow steps 1—5). However, other refresher courses (e.g., GCP, COI refresher) will appear on your SLU Courses menu automatically when they are due. If your refresher course is not appearing properly, contact the IRB for help (314-977-7744 or irb@slu.edu).

STEP 6:

Your course(s) will be added to your Saint Louis University Courses Ready to Begin Menu. 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.