



Registering for CITI Human Subjects Research Training

Add a Course Quicksheet

1

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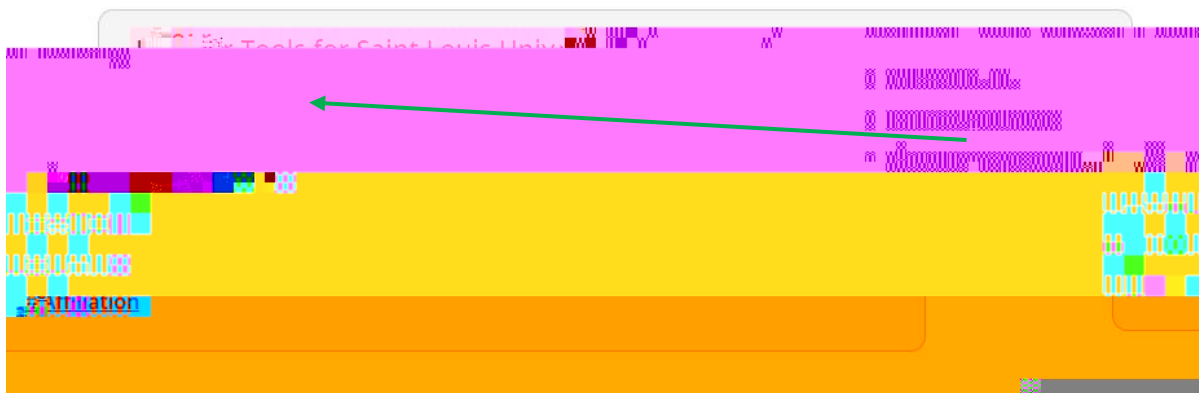
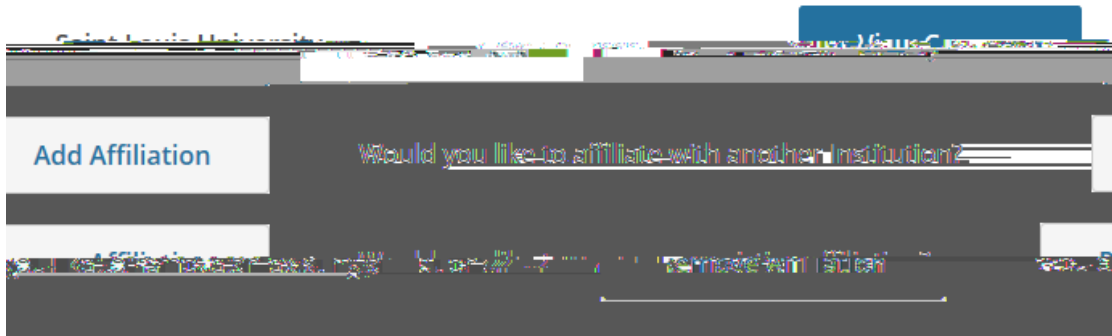
Adding a Course to Your CITI account



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).



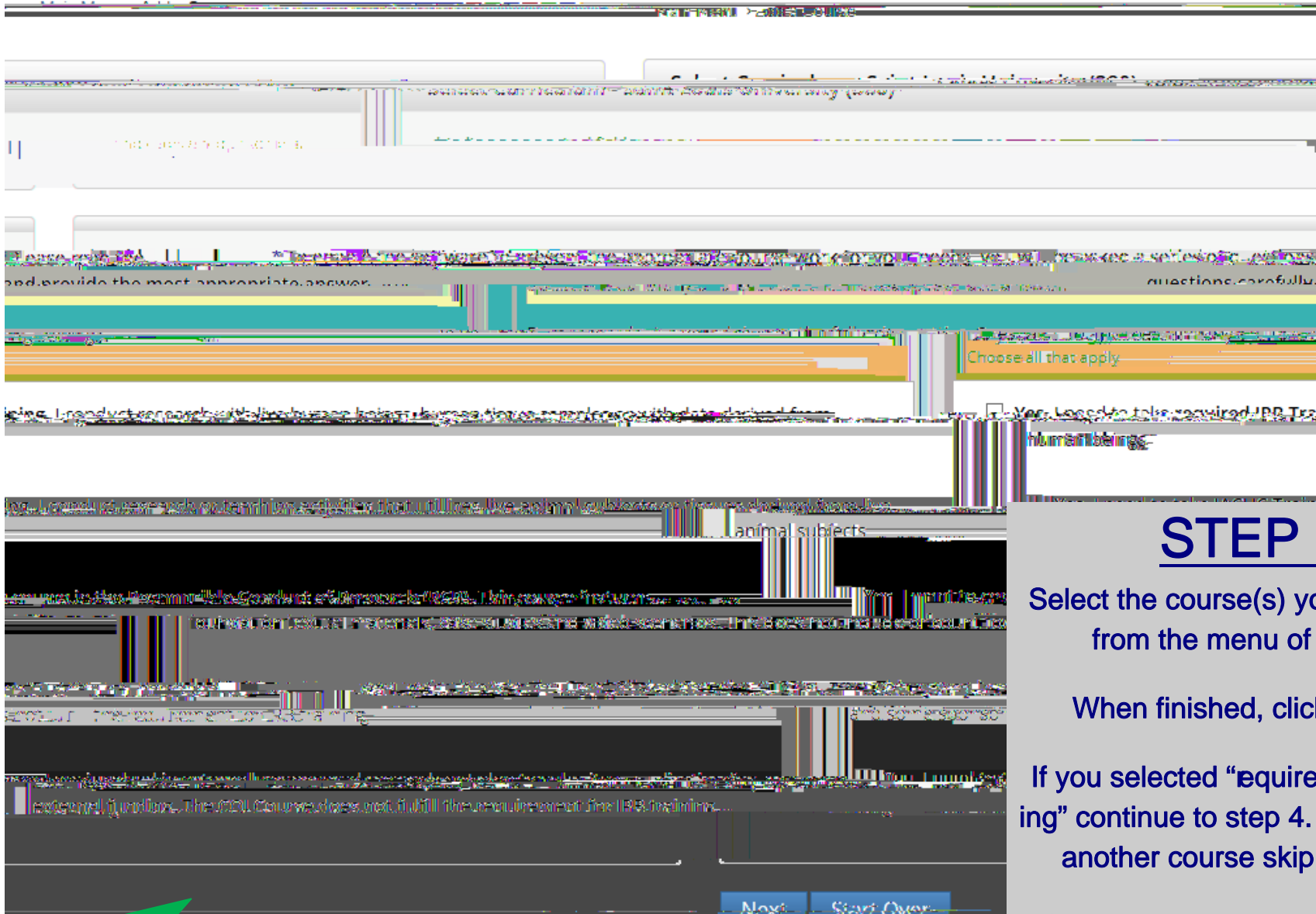
Revised May 10, 2019

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.

* 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 Subjects.

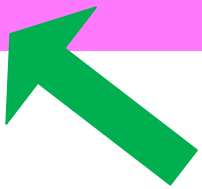
Basic Course in the Protection of Human Subjects

Choose one answer

YES I have completed the Basic Course in the Protection of Human Subjects

NO I have NOT completed the Basic Course in the Protection of Human Subjects

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 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".


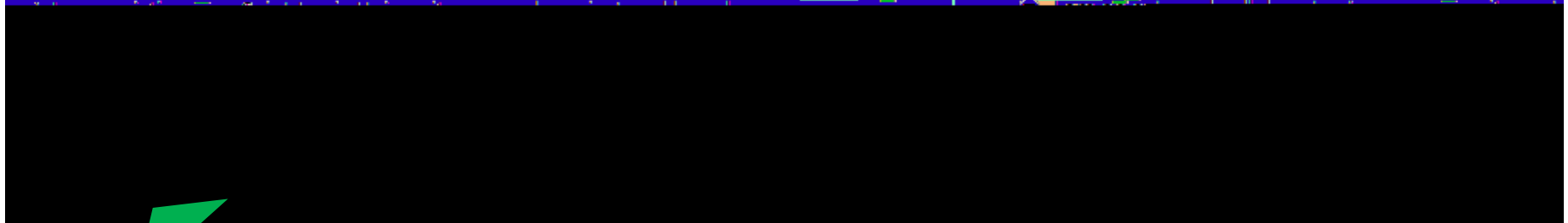
The refresher course will not satisfy the IRB training requirement without proof of basic training.

* indicates a required field.

11/09/2017

University.

University.



The screenshot shows a user interface for Saint Louis University. At the top, there are navigation tabs for "Learner Tools" and "Active Courses". Below this, a header area displays "Saint Louis University" and "Group 1 Biomedical Research Invest...". A green arrow points from the right side of the image to the "Saint Louis University" text. The main content area is partially obscured by a large, semi-transparent grey box. At the bottom of the screenshot, the text "Completed Courses" is visible in a green font, and "Learner Tools" is visible in a red font.

You have not recently completed any courses for this institution. Full records of past completions are available in the Learning Record.

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.