

CITI Initial Human Subjects Research Log-on Instructions

TABLE OF CONTENTS

[GENERAL INSTRUCTIONS](#)

[NOT SURE WHICH TRAINING TO SELECT?](#)

[SCREEN SHOT INSTRUCTIONS FOR ENTRY INTO INITIAL HUMAN SUBJECTS EDUCATION TRAINING THROUGH CITI](#)

[FIRST TIME ACCESS or those asked to update](#)

[FIRST TIME ACCESS or those asked to update](#)

[TRANSFERING COURSES FROM ANOTHER INSTITUTION](#)

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.

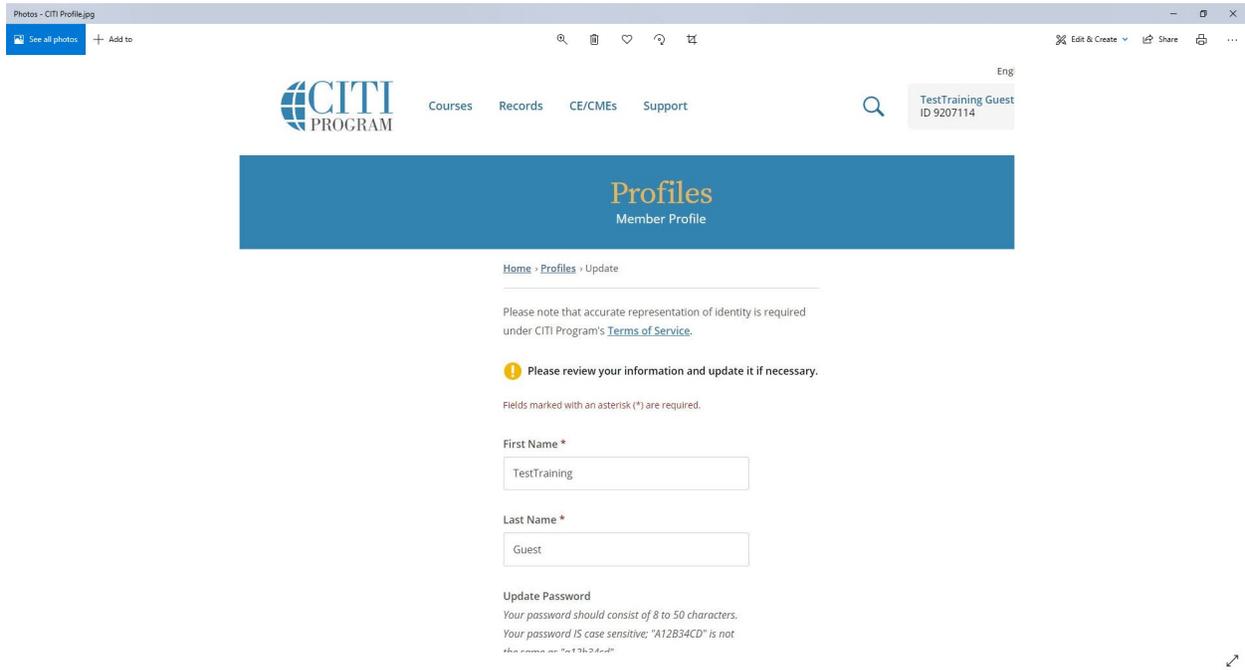
See Screen Shots below:

The screenshot shows a web browser window with the URL one.wustl.edu. The page header features the Washington University in St. Louis logo and the ONE logo. A search bar is visible with the text "Categories CITI" and a search button. Below the search bar, there is a notification banner titled "Student Notice on WashU 2FA (two-factor authentication)". The main content area displays "Search Results: Tasks" with a grid of task cards. The first card is "Human Subjects Education CITI" with a blue icon and a heart icon. Other cards include "myIRB login", "Human Research Protection Office", "Good Clinical Practice (GCP) Training", "LinkedIn Learning", "Work/life & wellness", "Department of Medicine SharePoint Intranet Portal", "Payroll forms", and "TravelTracker". Two blue arrows point from the search bar to the "Human Subjects Education CITI" card and from the notification banner to the "Human Subjects Education CITI" card.

CITI Initial Human Subjects Research Log-on Instructions

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

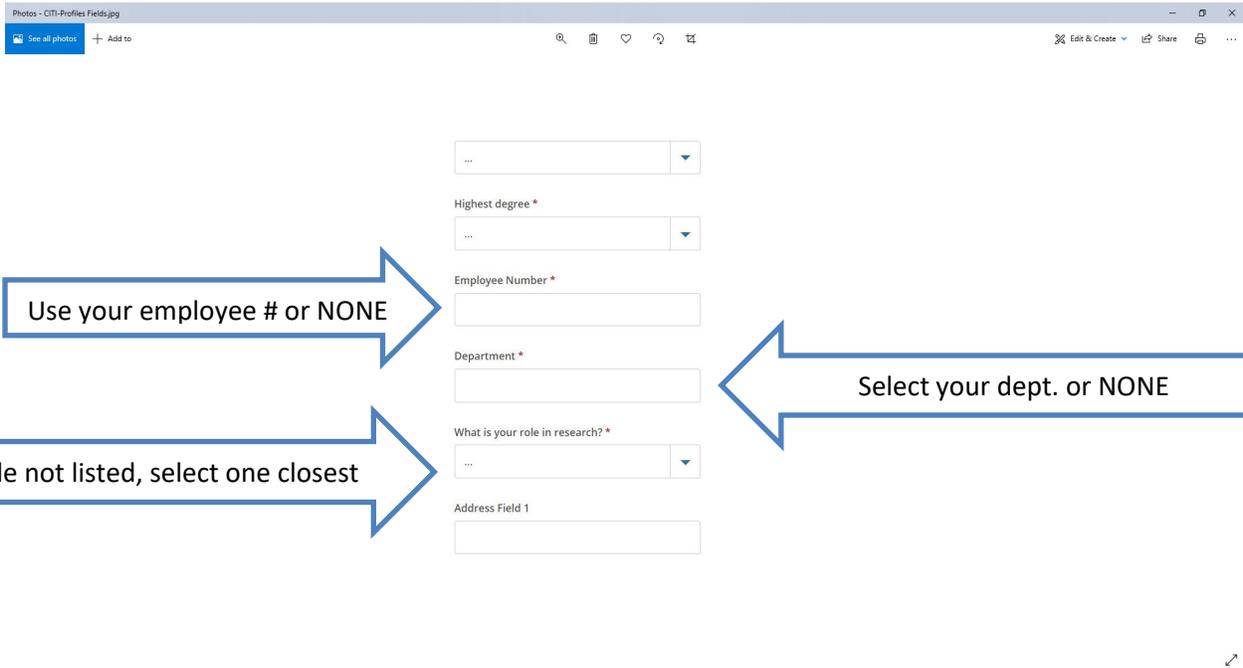
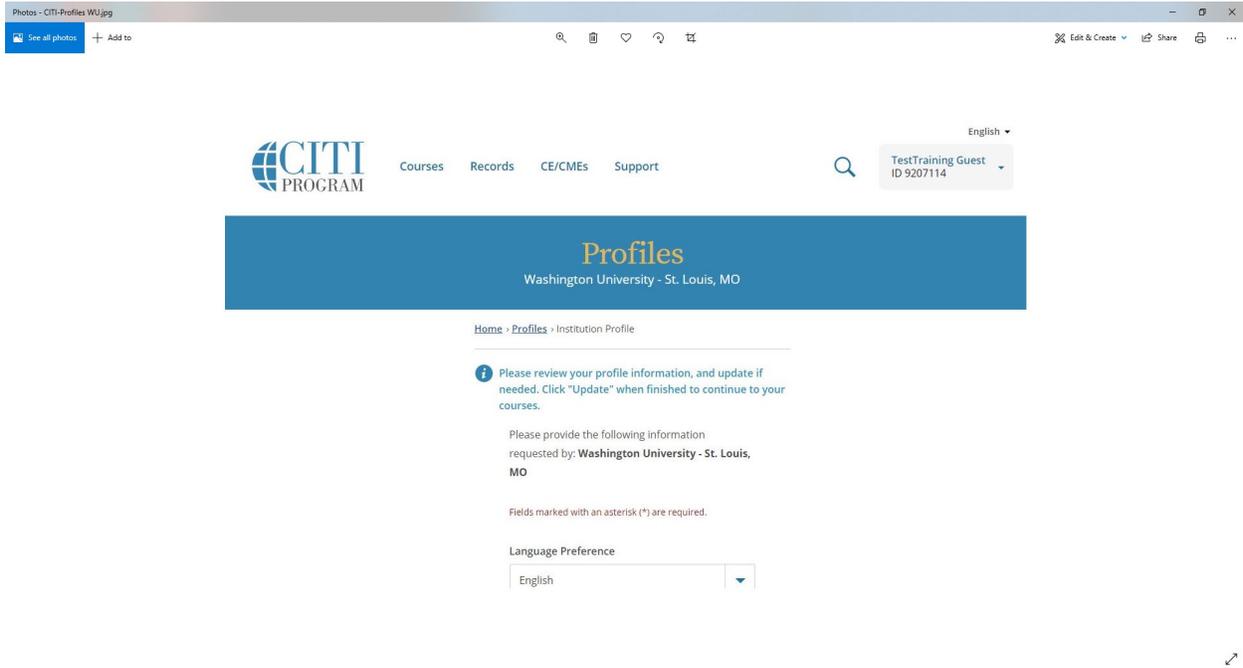
- Complete the fields: First Name, Last Name, Password, Verify Password, Security Question, Security Answer, Your preferred email address, Verify your email address, Your secondary email address, Verify your secondary email address, Country of Residence.
- Select “UPDATE, CONTINUE or NEXT” whichever appears.
 - CANCEL to start again.



The screenshot shows a web browser window displaying the CITI Program website. The page title is "Profiles" and the sub-header is "Member Profile". The user is logged in as "TestTraining Guest" with ID 9207114. The page contains a navigation menu with "Courses", "Records", "CE/CMEs", and "Support". A breadcrumb trail shows "Home > Profiles > Update". A warning message states: "Please note that accurate representation of identity is required under CITI Program's [Terms of Service](#)." Below this, a yellow warning icon says "Please review your information and update it if necessary." A note indicates "Fields marked with an asterisk (*) are required." There are two input fields: "First Name *" with the value "TestTraining" and "Last Name *" with the value "Guest". At the bottom, there is a section for "Update Password" with instructions: "Your password should consist of 8 to 50 characters. Your password IS case sensitive; 'A12B34CD' is not the same as 'a12b34cd'".

CITI Initial Human Subjects Research Log-on Instructions

FIRST TIME ACCESS or those asked to **update**: A second profile will appear with more questions.



CITI Initial Human Subjects Research Log-on Instructions

The screenshot shows a web browser window with the URL `citiprogram.org/members/index.cfm?pageID=50`. The page features the CITI PROGRAM logo and a navigation menu with links for **Courses**, **Records**, **CEUs**, **Support**, and **Admin**. A search icon and a user profile dropdown for Sarah FowlerDixon (ID 72964) are visible. A blue banner displays a welcome message for Sarah and three statistics: 15 Courses Completed, 0 CE Credits Purchased, and 15 Years of Membership. Below this, a section titled "Institutional Courses" provides information on course availability and includes links for [add an affiliation](#) and [remove an affiliation](#). A "View Courses" button is located at the bottom right of the section, and the word "DEMO" is visible in the bottom left corner.

FL2019.U80.CRM.500.01 - Funda... ONE CITI - Collaborative Institutional T...

citiprogram.org/members/index.cfm?pageID=50

English

CITI
PROGRAM

Courses Records CEUs Support Admin

Sarah FowlerDixon
ID 72964

Welcome, Sarah
[Add Institutional Affiliation](#)
[Register as Independent Learner](#)

15 Courses Completed

0 CE Credits Purchased

15 Years of Membership

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](#)

CITI Initial Human Subjects Research Log-on Instructions

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

Independent Learner

Other Completed Courses

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](#)

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](#)

CITI Initial Human Subjects Research Log-on Instructions

The screenshot shows a web browser window with the URL `citiprogram.org/members/index.cfm?pageID=166&qID=23839&qIDVerify=0514CD2B2496433082CA8167...`. The page header is blue with the text "Select Curriculum" and "Washington University - St. Louis, MO". The main content area is titled "Question 1" and asks "Which training(s) do you need to complete?". Below the question, it states "This question is required. Choose all that apply." There are four radio button options: "Initial Human Subjects Education (required one time only)" (checked), "Good Clinical Practice training (required every three years)", "Human Subjects Education Refresher training (required by some sponsors)", and "Elective Education for Clinical Research Coordinators". A blue arrow points to the first option. Below the options are two buttons: "Start Over" and "Next". A second blue arrow points to the "Next" button. At the bottom, there is a footer with "SUPPORT" (888.529.5929, 8:30 a.m. - 7:30 p.m. ET, Monday - Friday) and "LEGAL" ([Accessibility](#), [Copyright](#), [Privacy and Cookie Policy](#)). The CITI PROGRAM logo is on the right.

The screenshot shows a web browser window with the URL `citiprogram.org/members/index.cfm?pageID=166&qID=327&qIDVerify=8719B249125B896A291F5E669B7...`. The page header is blue with the text "Select Curriculum" and "Washington University - St. Louis, MO". The main content area is titled "Question 2" and asks "What is your role or focus in human subjects research? Choose the appropriate group below." Below the question, it states "Choose one answer." There are four radio button options: "Medical Campus Biomedical Research Investigators, Key Personnel, and Research Staff", "Biomedical IRB Members" (selected), "Danforth IRB Members and Researchers in the following Depts/Schools: Social Work, Anthropology, Economics, Education, Political Science, Psychological and Brain Sciences, Philosophy-Neuroscience-Psychology Program", and "All other Danforth Schools/Departments (e.g. Social Behavioral) not listed above". A blue arrow points to the second option. Below the options are two buttons: "Start Over" and "Next". At the bottom, there is a footer with "SUPPORT" (888.529.5929, 8:30 a.m. - 7:30 p.m. ET) and "LEGAL" ([Accessibility](#), [Copyright](#)). The CITI PROGRAM logo is on the right.

CITI Initial Human Subjects Research Log-on Instructions

Welcome, Sarah

Add Institutional Affiliation
Register as Independent Learner

15 Courses Completed

0 CE Credits Purchased

15 Years of Membership

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

Show Courses for: Washington University - St. Louis, MO Institution List

Washington University - St. Louis, MO

Active Courses Learner Tools

Washington University - St. Louis, MO
Biomedical Refresher 200
Stage 1 - Basic Course Not Earned CME/CEU

TRANSFERRING 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