

# Registering for CITI Human Subjects Research Training

Connecting (affiliating) an existing CITI account to SLU

Select an option to view the instructions:

Show me the  
Quicksheet  
Instructions

[CLICK HERE](#)

Show me the  
Full  
Instructions

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# Registering for CITI Human Subjects Research Training Affiliating with SLU Quicksheet

**1** Log into your account at <http://www.citiprogram.org>.

**2**

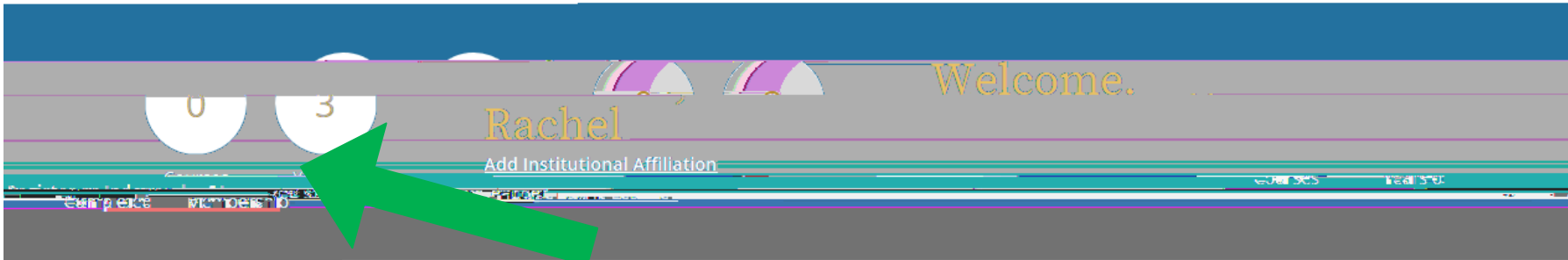
# Registering for CITI Human Subjects Research Training

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ID 5984356

Courses PROGRAM



**STEP 2:**

On your Main Menu, click the link “Add Institutional Affiliation” to start the affiliation process.

The “add an affiliation” link under Institutional Courses will also work for this process.

## **STEP 3:**

**a- Search for (by beginning to type) and select “Saint Louis University” as your Organization Affiliation.**

### **Search tips:**

**Make sure to type “Saint” not “St.”**

**b– Click the checkbox to agree to the Terms of Service.**

**c- Click the checkbox to affirm SLU affiliation (external collaborators can click this).**

**d- Click “Continue”.**

**NOTE: Users may holdfold**

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

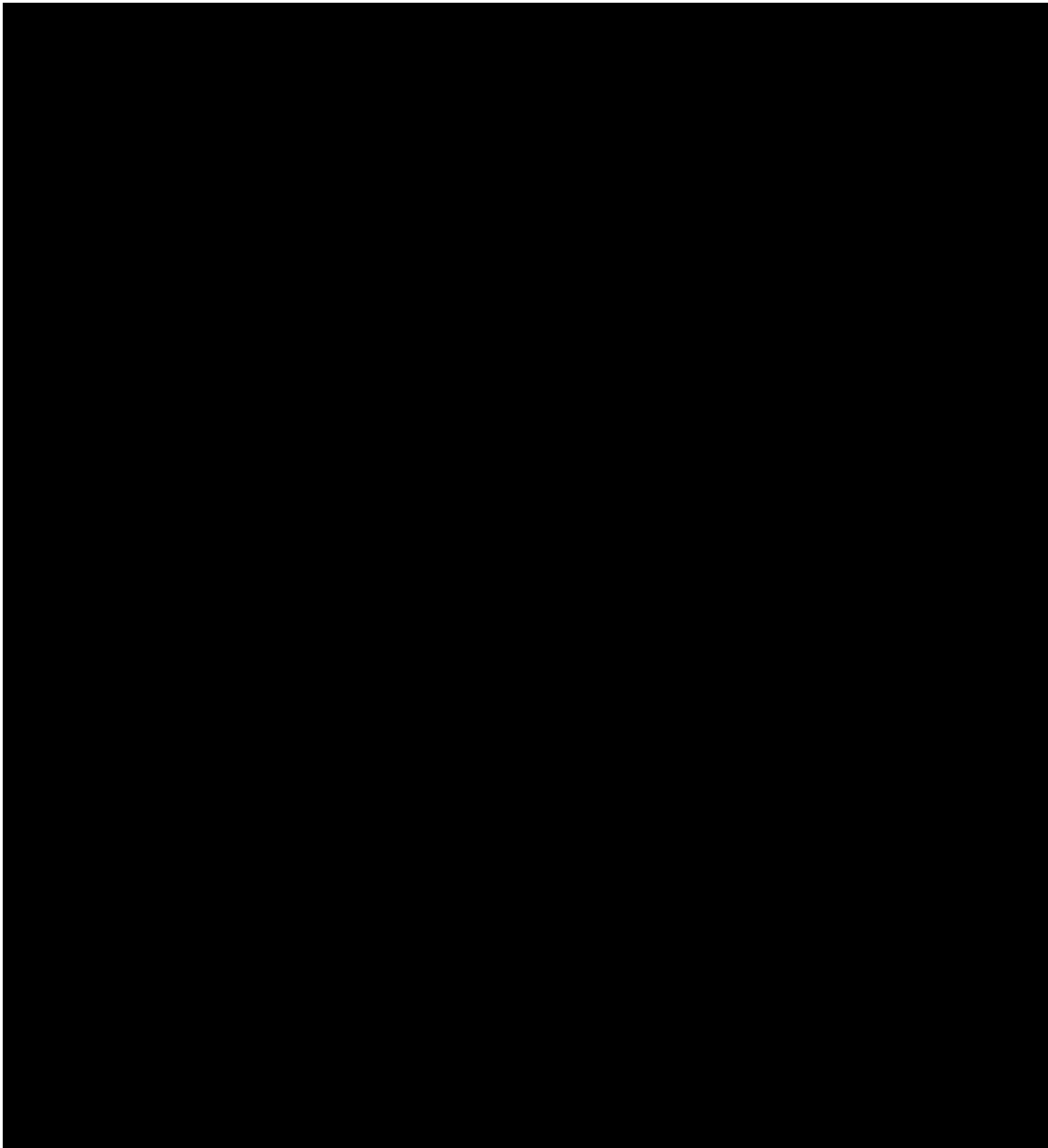
Saint Louis University. Language Preference English. (Use YOUR SLU WebID) + @slu.edu. (THIS IS THE ONLY WAY THE...)

computer. the username you use to log into MySLU or a SLU com Example: I log into my SLU computer (myslu) with smith have an this box, put smithr@slu.edu even if you I you can enter any email address.

Gender \* Highest degree \* Employee Number Banner ID number

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

STEP 4 (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.

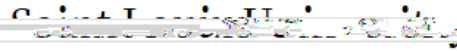


## STEP 4 (part 2):

Continue to complete the required information for your SLU learner profile.

Show Courses for: Saint Louis University

Institution List



You are not enrolled in any courses for this institution

Add a Course

University

Completed Coursework

Learner Tools for Saint Louis University

- [Add a Course](#)
- [View Previously](#)

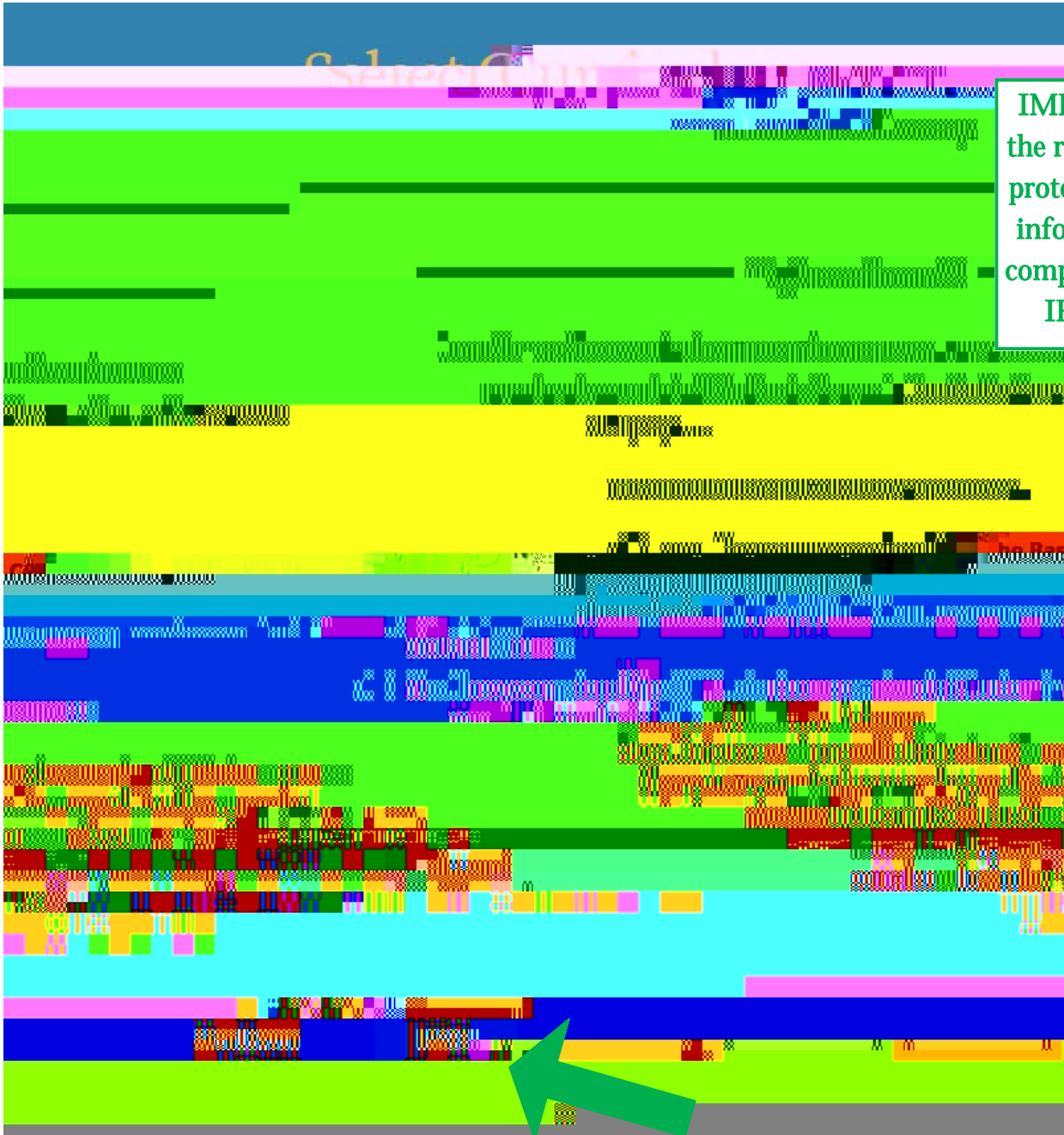
• [Remove Affiliation](#)

After affiliating your account with SLU, the IRB Office should be able to view previously completed training. Contact the IRB



## **STEP 6:**

Select the first option: "Yes, I need to take required IRB Training. I conduct



**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:

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.





## STEP 9:

Your course will be added to your Saint Louis University Courses Menu, under “Courses Ready to Begin”.

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](mailto:irb@slu.edu).