

# 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](#)

# 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.

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# Registering for CITI Human Subjects Research Training

## New Users (no previous CITI account)

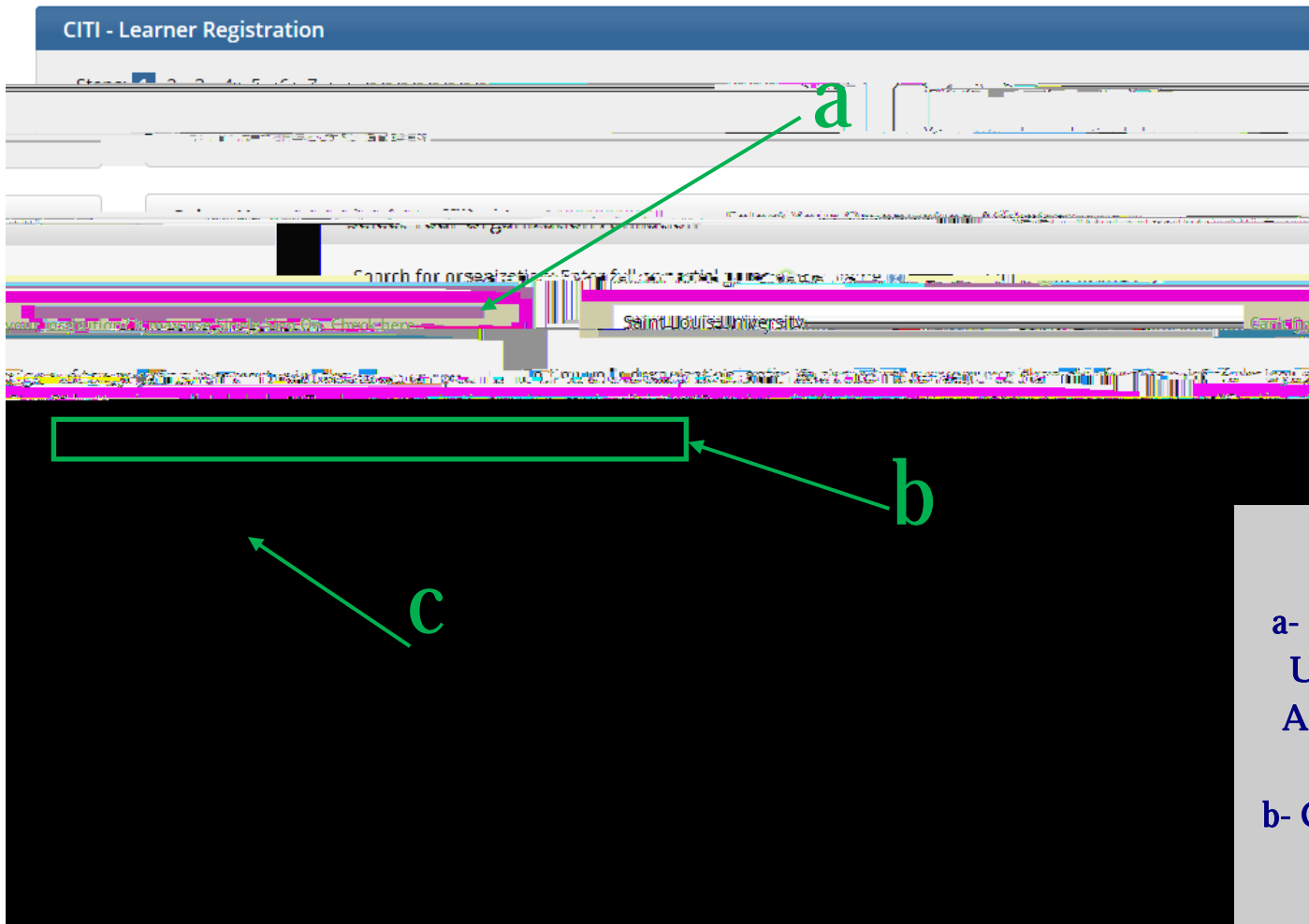


### Initial Set-up:

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](#).



## 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”

### Search tips:

Make sure to type “Saint” not “St.”

Do not click the “Can’t find your institution?” link– SLU is not listed there

Steps: 1 2 3 4 5 6 7

### Personal Information

\*  required field

First Name

Last Name

Email Address

Password (8-16 characters, must include 1 uppercase, 1 lowercase, 1 number, 1 special character)

Confirm Password (must match Password)

Secondary email address

Work/School email address

[Continue to step 3](#)



Steps: 1 2 3 4 5 6 7

Create your username and password

\* indicates a required field.

Please use a valid email address. We will use this email address to send you a confirmation email. If you do not receive an email, please check your spam folder. If you are having trouble, please contact the IT Helpdesk at (636) 320-3333. Your username will be part of the URL of your account.

[Redacted registration form content]



### STEP 3:

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

When finished, click “Continue to Step 4”.

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

\* indicates a required field

Country of Residence

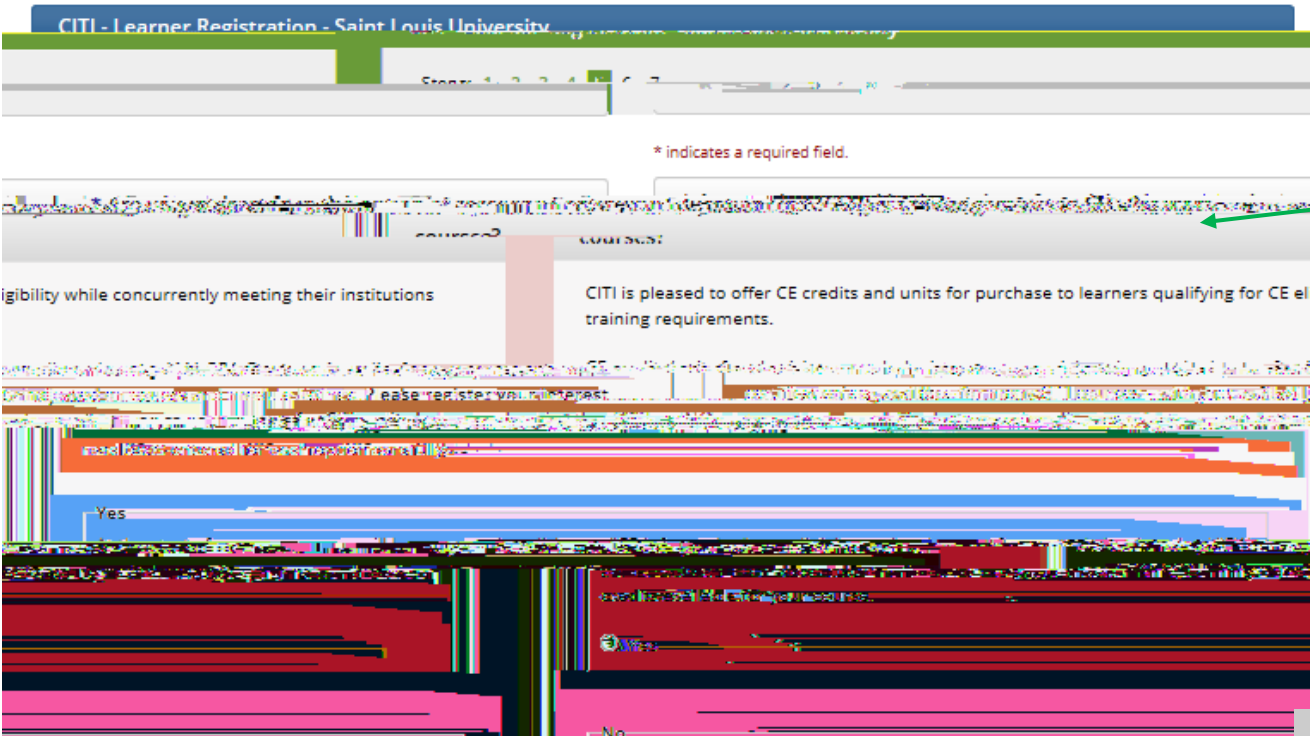
Search for country. Enter full or partial name (e.g., "United States") OR your country's two or three letter postal abbreviation (e.g., "USA") to then pick from the list of choices provided.

Continue to Step 5

## STEP 4:

Enter your country of residence.

When finished, click "Continue to Step 5".



a

## STEP 5:

c

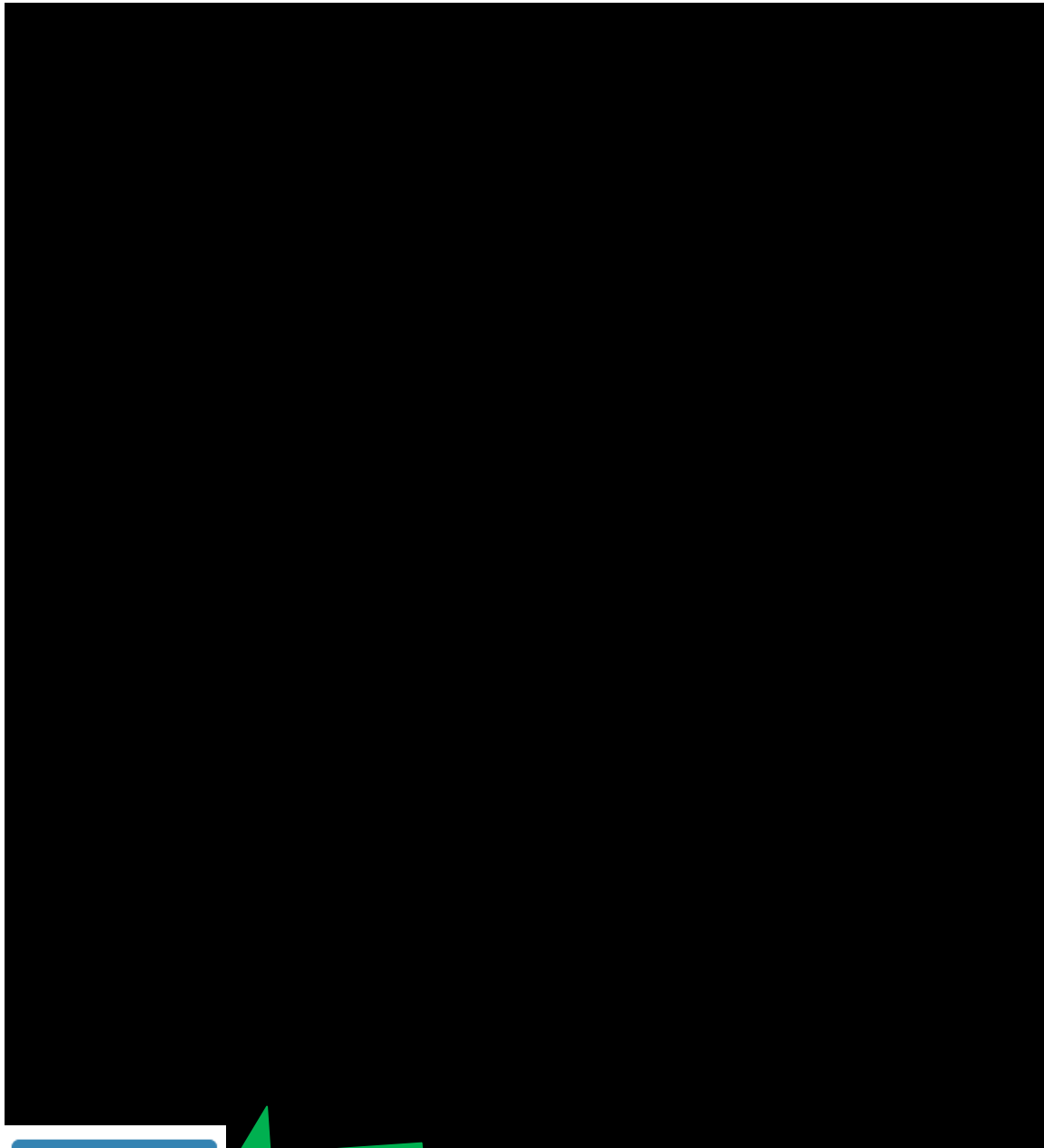
b



## **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**



Revised November 8, 2017

## STEP 6 (part 2):

Complete the optional address information.

**NOTE:** Only an office phone number is required.

When finished, click “Continue to Step 7”.

\* indicator a required field

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.

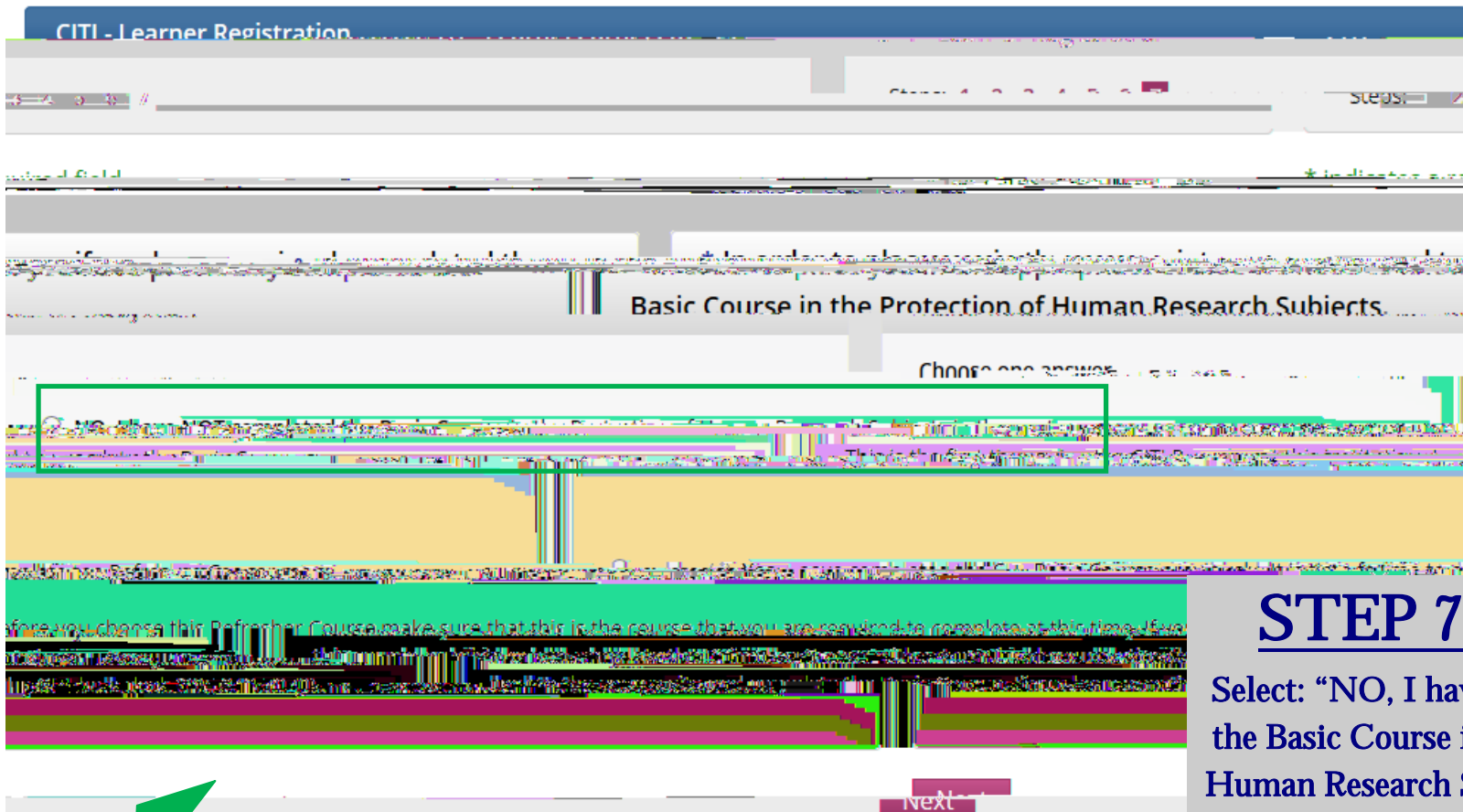
## STEP 7 (part 1):

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.





## 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."\*

CUU - Learner Registration

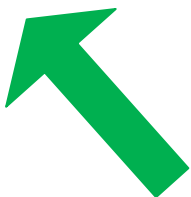
Steps: 1 2 3 4 5 6 7

\* indicates a required field

Choose one of the following options:

I am a Saint Louis University student. I am currently enrolled in a Saint Louis University program. Please provide your Saint Louis University ID number and email address.

I am an external collaborator (e.g., community partner). I am assisting on a Saint Louis University research project and have been invited to participate in the course. Please provide your Saint Louis University email address and the name of the research project.



Next

Next

**STEP 7 (part 3):**  
Select the course that relates to you/

# CITI - Learner Registration

a

Finalize registration

b

