NON WASHINGTON UNIVERSITY EMPLOYEE DIRECTIONS ON ACCESSING CITI
(MANDATORY HUMAN SUBJECTS EDUCATION PROGRAM)

The CITI educational program is web-based and can be accessed through the Human Research Protection Office (HRPO) website at http://hrpo.wustl.edu. When all modules are completed in the course, you will be eligible to apply for Continuing Medical Education (CME) credits through the University of Miami.

OBTAINING A USER ID AND TEMPORARY PASSWORD

In order to access the CITI training, a UserID and temporary password must be assigned by the Washington University department with whom you are collaborating. Please speak with the department administrator to determine who in the department assigns UserIDs for non-WU researchers. **NOTE:** Once you have been assigned a UserID, it will take 24 hours before the ID will be functional.

GETTING STARTED

Select “Education” on the HRPO website

**Tip:** For faster server responses, delete your Cookies before beginning by doing the following:

- Go to Control Panel
- Network and Internet Connections
- Internet Options
- Temporary Files
- Delete Cookies
On the Education Page, select “Human Subjects Education (CITI).” Then, “Click Here to Enter CITI.”
**LOGGING IN**

If this is your first time logging in, enter the UserID and temporary password provided to you by the Washington University department with which you are collaborating (see page 1 of this document). You will then be prompted to create a WUSTL Key. If this is not your first time logging in, enter your established WUSTL Key.

**UNSURE OF YOUR USER ID OR PASSWORD?**

If you have a problem with your User ID or Password, call the Systems and Procedures Helpdesk at 314-935-5707 (hours: 8:30 a.m. – 5:00 p.m. CST, M-F). The Helpdesk will require validation of your identity and will ask for identifying information before resetting the password.

![Enter your WUSTL key. For problems call Systems & Procedures at 935-5707](https://example.com/login.png)
If you are taking CITI for the first time, select “Required Initial.”

If you wish to update your CITI training, you can take another track in “Required Initial” or you can select a track from “Electives.”

If you wish or need to take Good Clinical Practices, select “Good Clinical Practices.”
Step 1: Select appropriate CITI education modules. A green dot will appear.

Step 2: Login to CITI
To complete the Human Subjects Education, please select the appropriate group below and click 'Login to CITI'. Once the connection to CITI has been established, a link will appear to the left of the button. Click this link and you will be taken to the CITI website.

Human Subjects Education Policy
Select "Washington University – St. Louis, MO Courses"
The track you selected should show. Click on the track to enter.

When complete, you will see the “Print Report.” Print a report for your records.

Exit, using the “Log Out.”
When you logout of CITI, you will be brought back to this screen. Click Sign out.