

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

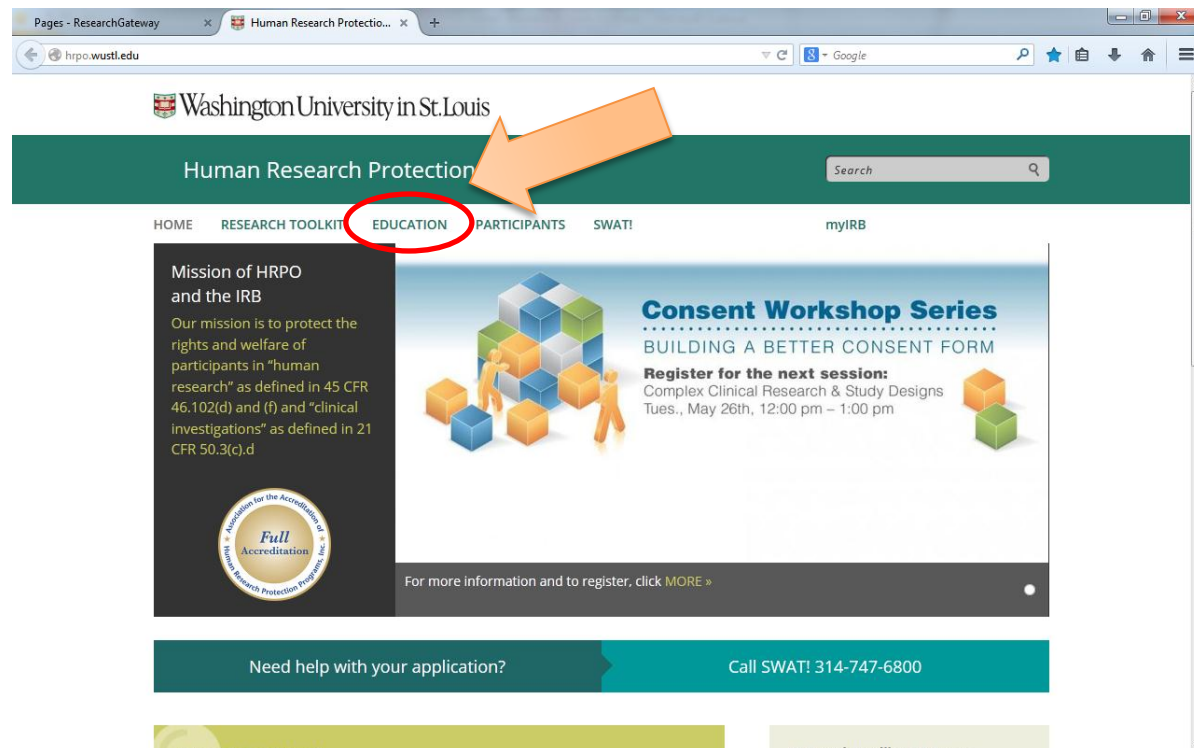
In order to access the CITI training, a UserID and temporary password must be assigned by the Washington University department with whom you are collaborating. Please speak with the department administrator to determine who in the department assigns UserIDs for non-WU researchers. **NOTE:** Once you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

GETTING STARTED

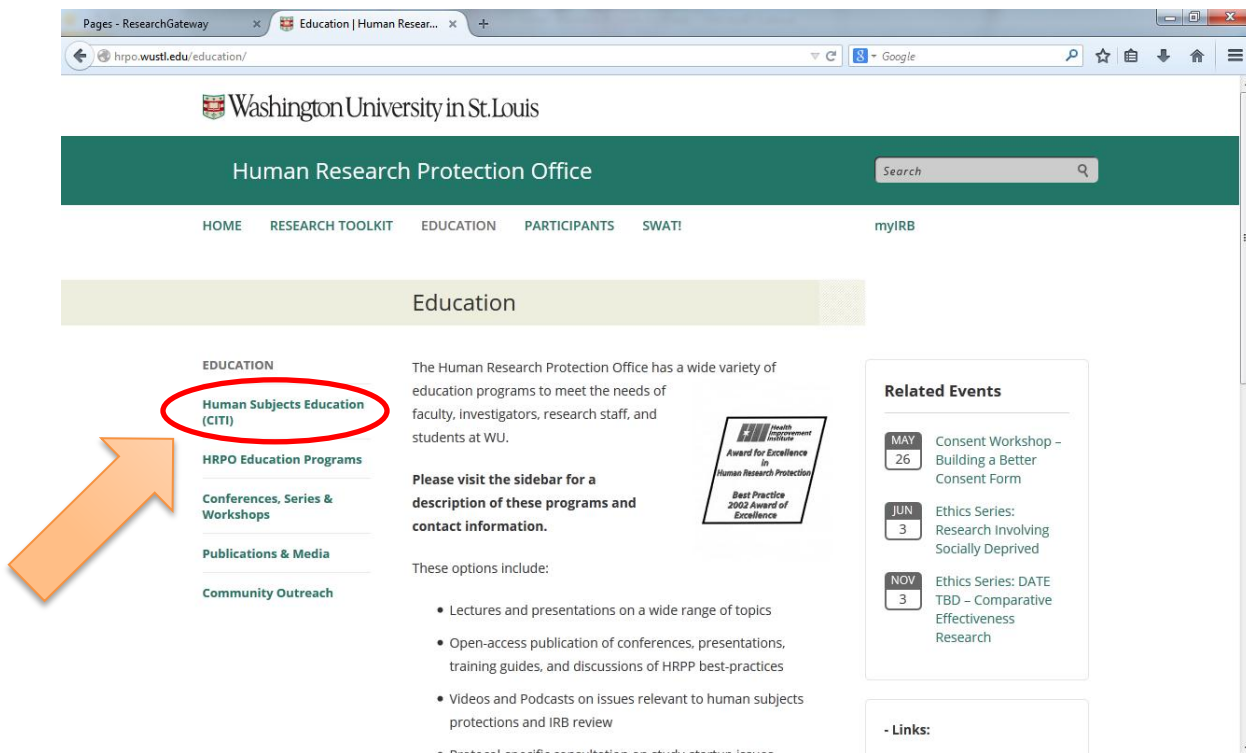
Select "Education" on the HRPO website

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.”



Washington University in St. Louis

Human Research Protection Office

HOME RESEARCH TOOLKIT EDUCATION PARTICIPANTS SWAT! myIRB

Education

EDUCATION

- Human Subjects Education (CITI)**
- HRPO Education Programs
- Conferences, Series & Workshops
- Publications & Media
- Community Outreach

The Human Research Protection Office has a wide variety of education programs to meet the needs of faculty, investigators, research staff, and students at WU.

Please visit the sidebar for a description of these programs and contact information.

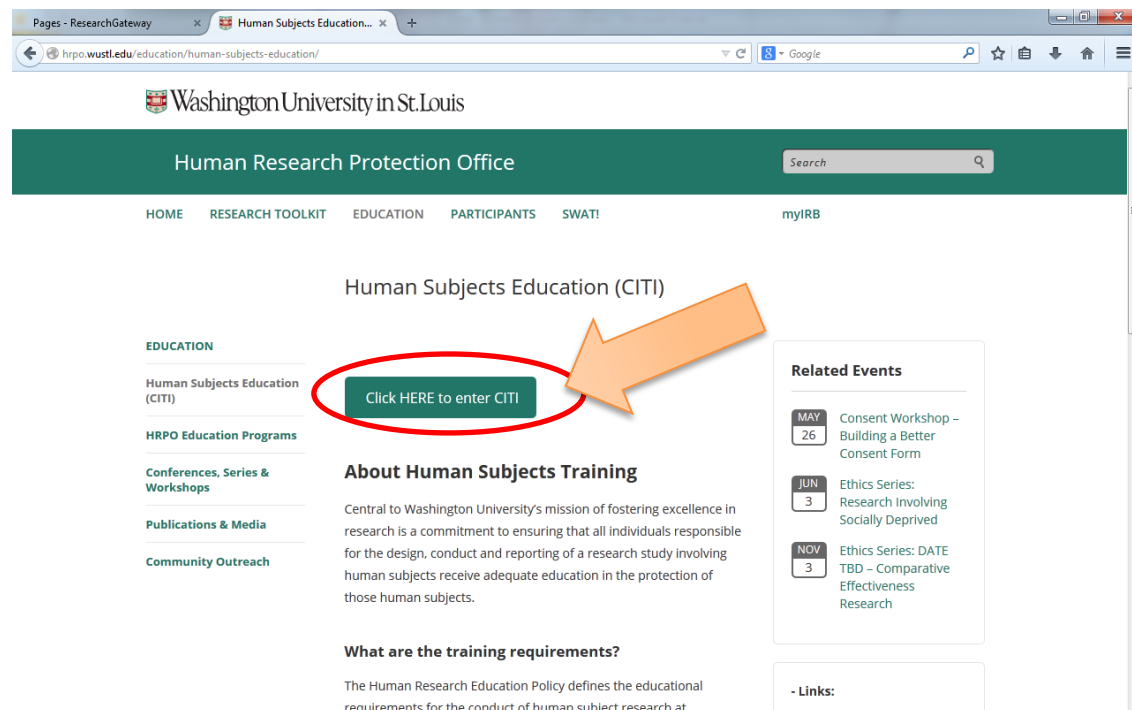
These options include:

- Lectures and presentations on a wide range of topics
- Open-access publication of conferences, presentations, training guides, and discussions of HRPP best-practices
- Videos and Podcasts on issues relevant to human subjects protections and IRB review
- Protocol specific consultation on study startup issues

Related Events

- MAY 26** Consent Workshop – Building a Better Consent Form
- JUN 3** Ethics Series: Research Involving Socially Deprived
- NOV 3** Ethics Series: DATE TBD – Comparative Effectiveness Research

- Links:



Washington University in St. Louis

Human Research Protection Office

HOME RESEARCH TOOLKIT EDUCATION PARTICIPANTS SWAT! myIRB

Human Subjects Education (CITI)

EDUCATION

- Human Subjects Education (CITI)**
- HRPO Education Programs
- Conferences, Series & Workshops
- Publications & Media
- Community Outreach

Click HERE to enter CITI

About Human Subjects Training

Central to Washington University's mission of fostering excellence in research is a commitment to ensuring that all individuals responsible for the design, conduct and reporting of a research study involving human subjects receive adequate education in the protection of those human subjects.

What are the training requirements?

The Human Research Education Policy defines the educational requirements for the conduct of human subject research at

Related Events

- MAY 26** Consent Workshop – Building a Better Consent Form
- JUN 3** Ethics Series: Research Involving Socially Deprived
- NOV 3** Ethics Series: DATE TBD – Comparative Effectiveness Research

- Links:

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.

Pages - ResearchGateway x Pages - ResearchGateway x +

https://research.wustl.edu/Pages/ResearchGateway.aspx

Google

Home About the OVCR Compliance Areas Offices & Committees Policies & Guidelines Proposals | Grants | Contracts Resources

Home > WUSTL Research Gateway

We believe that you should be able to manage your research projects effectively.

Welcome to the Research Gateway

Provided by the Office of the Vice Chancellor for Research

The Research Gateway is a consolidated, on-line resource that provides Washington University faculty and staff access to the numerous research-related resources, tools, forms, and applications necessary to propose, perform, manage, and close research projects.*

I encourage you to submit comments and suggestions that will help us improve the functionality of this service. Please submit your ideas via email to ovcrinfo@vusm.wustl.edu

Jennifer K. Lodge, PhD
Vice Chancellor for Research

The Gateway is optimized for use with Internet Explorer and Mozilla/Firefox web browsers.

Login
Enter your WUSTL Key
User ID:
Password:
Sign In

[Login Support](#)
[Technical Support](#)
[Contacts](#)

Upcoming Events

MAY 21 PERCSS - RCR Workshop

JUN 03 HRPO Ethics Series - "Research Involving Socially Deprived Participants: When Is Observing without Intervening OK"

JUN 04 ePARS Effort Coordinator Training Session

[VIEW ALL UPCOMING EVENTS](#)

Internal and External Resources

- [Clinical Research at WUSTL](#)
- [Core Research Facilities](#)

ATTENTION USERS!! The Research Gateway provides access to many secure WUSTL systems. To prevent unauthorized access, please take care to LOGOUT and CLOSE ALL BROWSER WINDOWS.

* The Research Gateway is accessible to all Washington University faculty and staff. Access to information behind the Gateway varies by user security.

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.”

The screenshot shows the Research Gateway website at <https://research.wustl.edu/Pages/ResearchGateway.aspx>. The page is organized into several sections:

- Develop and Submit Proposals**
 - [Financial Reports: Grants, Contracts, and Other Accounts \(FFR\)](#)
 - [Manage Subcontracts](#)
 - [Manage Purchases: Marketplace](#)
 - [Review/Update Effort Report \(ePARS\)](#)
- Compliance Tools**
 - [View/Update My Compliance Profile](#)
 - [Complete My Education and Compliance Requirements](#)
 - [Clinical Trials Billing Matrix](#)
 - [Complete/Review COI Financial Disclosure Statement](#)
- Protocol Submission and Management**
 - [Animal Care \(eSirius\)](#)
 - [Biological and Chemical Safety \(IBC\)](#)
 - [Human Subjects \(mvIRB\)](#)
 - [Radiation Safety](#)
- Technology and Intellectual Property**
 - [Inventions and Licensing](#)
 - [Material Transfer](#)
 - [OTM Technology Search](#)
 - [Technology Management Forms](#)
- Self-Service**
 - [Employee Self-Service](#)
 - [Change My Password](#)

On the right side, there are additional sections:

- Responsible Conduct of Research (RCR)**
 - [PERCSS Core Curriculum](#)
 - [RCR at WUSTL Website](#)
- Effort Reporting Principles for**
 - [Danforth Campus Faculty](#)
 - [Medical School Faculty](#)
 - [Non-Faculty](#)
- Human Subjects Education**
 - [Required Initial](#)
 - [Good Clinical Practices](#)
 - [Electives](#)
- Conflicts of Interest**
 - [FCOI Education](#)
- [HRMS Course Registration](#)

A red circle highlights the "Required Initial" link under the "Human Subjects Education" section. An orange arrow points from the bottom right towards this link. The bottom right corner features the Washington University logo and a link to "Provide Feedback on the Research Gateway".

Initial Education - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://aisinfo.wustl.edu/ps/ps/EMPLOYEE/AISPROD/c/RSM_COMPLIANCE.RSA_CITI_LOGIN.GBL?FolderPath=PORTAL_ROOT_OBJECT.RAS_CMP_HUMAN_SUBJ_EDU.RS Go Links

AI System

Home Add to Favorites Sign out

Menu
Search:
▶ Compliance Management
▶ Marketplace
▶ Reporting Tools
▼ Human Subjects Education
 - Initial Education
 - Electives
▶ My Compliance Profile
 - HRPO (eIRB)
 - Code of Conduct
 - Breeze Training
 - My Personalizations
 - My System Profile

EmpID: N006765
First Name: TESTER
Last Name: CITI
Email: fowlerds@msnotes.wustl.edu
Dept Name: **Campus Phone:**

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](#)

CITI Education Modules
☐ Biomedical Research Team
☒ Biomedical IRB Members
☐ Behavioral IRB Members and Researchers in the following Departments:
 Social Work, Anthropology, Economics, Education, Political Science, Psychology, Program in Philosophy, Neuroscience & Psychology, Program in Social Thought and Analysis
☐ All other IRB Researchers

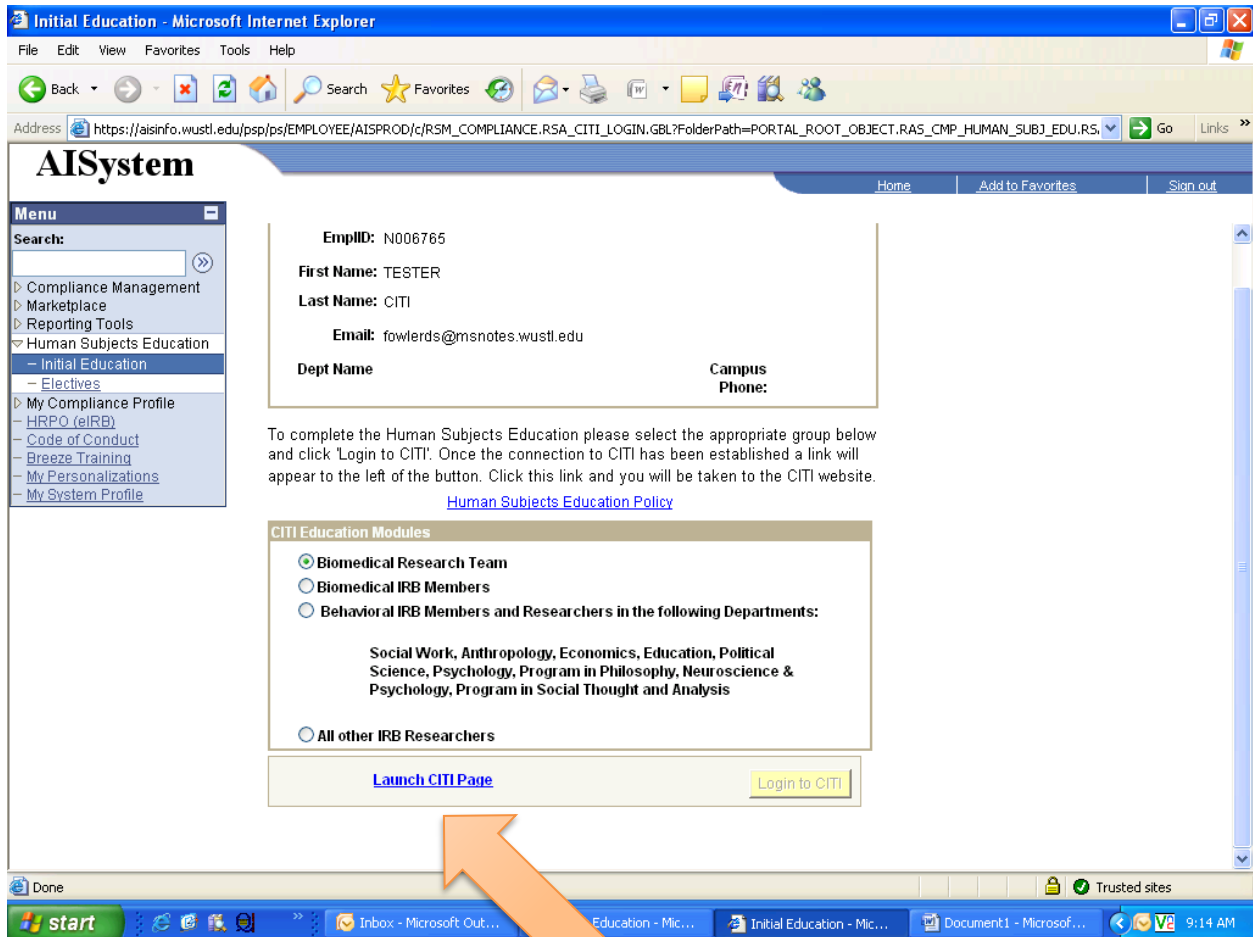
Login to CITI

Done

start | Inbox - Microsoft Out... | HRPO Education - Mic... | Initial Education - Mic... | Document1 - Microsof... | 9:13 AM

Step1: Select appropriate CITI education modules. A green dot will appear.

Step 2: Login to CITI



CITI - Collaborative Institutional Training Initiative - Mozilla Firefox
https://www.citiprogram.org/members/index.cfm?pageID=50

English Text size: A A Sarah FowlerDixon ID: 72964 | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

- ▶ PRIM&R MEMBER Courses
- ▶ Washington University - St. Louis, MO Courses
- ▶ Click here to affiliate with another institution
- ▶ Affiliate as an Independent Learner

Select "Washington University – St. Louis, MO Courses"

Accessibility Copyright Privacy Notice Terms of Service Site Index Contact Us

CITI - Collaborative Institutional Training Initiative - Mozilla Firefox

https://www.citiprogram.org/members/index.cfm?pageID=50

English Text size: A A Sarah FowlerDixon ID: 7296 [Log Out](#) [Help](#)

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu

- ▶ PRIM&R MEMBER Courses
- ▼ Washington University - St. Louis, MO Courses

Course	Status	Completion Report	Credits	Survey
Group 1 Biomedical Research Investigators and Key personnel	Passed 07/20/2006	Print Report	Not Earned	Post-course evaluation
Group 1 Biomedical Research Investigators and Key personnel	Passed 01/08/2008	Print Report	Not Earned	Post-course evaluation

My Learner Tools for Washington University - St. Louis, MO

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

https://www.citiprogram.org/members/index.cfm?pageID=50# pyright Privacy Notice Terms of Service Si

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."

Initial Education - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://aisinfo.wustl.edu/ps/ps/EMPLOYEE/AISPROD/c/RSM_COMPLIANCE.RSA_CITI_LOGIN.GBL?FolderPath=PORTAL_ROOT_OBJECT.RAS_CMP_HUMAN_SUBJ_EDU.RS Go Links

AI System

Home Add to Favorites **Sign out**

Menu
Search:
▶ Compliance Management
▶ Marketplace
▶ Reporting Tools
▼ Human Subjects Education
 - Initial Education
 - Electives
▶ My Compliance Profile
 - HRPO (eIRB)
 - Code of Conduct
 - Breeze Training
 - My Personalizations
 - My System Profile

EmpID: N006765
First Name: TESTER
Last Name: CITI
Email: fowlerds@msnotes.wustl.edu
Dept Name: **Campus Phone:**

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](#)

CITI Education Modules
☒ Biomedical Research Team
☐ Biomedical IRB Members
☐ Behavioral IRB Members and Researchers in the following Departments:
 Social Work, Anthropology, Economics, Education, Political Science, Psychology, Program in Philosophy, Neuroscience & Psychology, Program in Social Thought and Analysis
☐ All other IRB Researchers

[Launch CITI Page](#) [Login to CITI](#)

When you logout of CITI, you will be brought back to this screen. Click Sign out.

start | Inbox - Microsoft Out... | HRPO Education - Mic... | Initial Education - Mic... | CITI screen shots [C... | 9:16 AM