

# CITI Training Instructions

This document provides instructions for users who need to take the initial Human Studies Research Basic Training, users who have received notification that their training has expired and need to take the refresher training, or users who need to affiliate their existing account with the University of Missouri–St. Louis.

## Initial Course Setup to take the Human Subjects Research Training

These instructions are for CITI Program users who need to take the Human Subjects Research Basic Training. **If you were notified to renew your expiring CITI training, please refer to the Refresher Course Instructions on page 2 instead.**

1. Log into <https://umsl.ecompliance.umssystem.edu/login>, select Institutional Review Board and select “Take IRB Training” under the Prerequisites section.
2. Select “Sign in to the CITI Program”.
3. At the UM System Login, use your UMSL SSO (UMSL username and password).
  - This will set up your SSO credentials as your username and password to CITI Program. With this you will use the SSO portal to access your CITI account. IF asked you must mark NO that you do not have a CITI Account.
4. Under Institutional Courses, select **View Courses for the University of Missouri-St. Louis.**
5. Under Learner Tools for the University of Missouri-St. Louis, select **Add a Course**
  - For Question 1, select **Not at this time**
  - For Question 2, select **NO**
  - For Question 3, select either **Biomedical Research Investigators or Social & Behavioral Research Investigators.** The training you select should be based on the type of research that you will conduct.
  - For Question 4, **skip, no response is needed.**
  - For Question 5, select **Not as this time.**
  - For Question 6, select **Not as this time.**
  - For Question 7, select **Not as this time.**
  - For Question 8, **skip, no response is needed.**
  - Click **Submit** and follow the onscreen instructions to access course.

CITI Program saves all completed modules so multiple logins are allowed to complete the course. Your completed training will populate in eCompliance within 24 hours.

# CITI Refresher Training Instructions for Human Subjects Research

**Use these instructions only if you were notified via eCompliance that you need to renew your expiring CITI training. If your training did not recently expire, then you should follow the instructions to complete the Basic Human Studies Training noted on page 1.**

IRB Certification for required training through CITI Program website are valid for 3 (years). The IRB will send notification of training renewal along with instructions at 60 and 30 days prior to expiration. Principal Investigators and Primary Contacts are copied on training notices for their research personnel in order to inform them of personnel training needs before training expires. Expired training will suspend project submissions until the research personnel renews training or is removed from the project.

1. Log into <https://umsl.ecompliance.umsystem.edu/login>, select Institutional Review Board and select “Take IRB Training” under the Prerequisites section.
2. Select “Sign in to the CITI Program”.
3. At the UM System Login, use your UMSL SSO (UMSL username and password).
4. Click on View Courses, a refresher course is listed under *Courses Ready to Begin*.
5. Click on Start Now beside the listed Refresher Course and follow onscreen instructions to access and complete the refresher course.
6. Your completed training will populate in eCompliance within 24 hours.

# How to Affiliate an existing CITI account with UMSL

Use these instructions if you have taken CITI Human Studies Training at a different institution and now need to change your affiliation from that institution to UMSL. If the learning modules match, users may receive credit for CITI modules that were completed at other institutions. The affiliation process must be completed to achieve this credit.

1. Log into your current CITI Program account at <http://www.citiprogram.org>. **Do not register a new account!**
2. Choose Add Affiliation from the Institutional Course page.
3. In the search box, type in University of Missouri and pick St. Louis and click continue.
4. Agree to the Terms of Service and Affiliate Statements and click continue.
5. Continue filling out the form to provide information requested by UMSL.
6. Your completed training will populate in eCompliance within 24 hours.

**If you would like to receive credit for modules previously taken, there are several requirements that must be met:**

- To transfer course credit between institutions, you will need to be affiliated with both institutions (your previous institution and your new institution).
- When you are affiliated with both institutions, enroll in the courses that need to be transferred. You will need to enroll in the same stage of the course (Basic / Refresher) for a proper transfer to occur.
- Each institution determines the time frame in which modules are transferable. This time frame can span any time between 1 and 10 years. Some institutions opt out of this option and do not allow modules to transfer.

**Please contact the IRB Office at 314-516-5972 or email us at [irb@umsl.edu](mailto:irb@umsl.edu) for assistance.** Please also see the CITI website for user guides and support: [www.citiprogram.org](http://www.citiprogram.org)