Individuals from Barnes Jewish Hospital and St. Louis Children’s Hospital who completed the CITI Human Subject Education Training using a non-employee ID (also called an “N-number”) and WUSTL Key will need to enter their CITI ID into their myIRB profile. *The following directions do not apply to WUSTL employees/students OR individuals who completed CITI through another institution.*

To find the CITI completion ID and enter it in the myIRB system...

1. **Obtain a copy of your CITI Completion report.**
   
   Note: If you do not have a copy of your CITI completion report, HRPO does not provide copies. Go to [http://hrpo.wustl.edu/education/human-subjects-education/](http://hrpo.wustl.edu/education/human-subjects-education/) and refer to the “Non-WUSTL Employee Sign-on Instructions” available on the right side of the webpage to obtain a copy of your report.

2. Typically the number appears on the report as the "Reference ID" or the "Report ID". Use the following images to help locate the number you need.
3. Login to myIRB.

4. Go to your profile.
   
   Note: If you’re logging into myIRB for the first time, you’ll see your profile immediately after logging in. If you’ve logged in before, click the Personalize tab then choose ‘Update my Profile’.

5. Enter the number from your report into the CITI ID field.

6. Save and continue before navigating away or logging out.

   When entered correctly, myIRB will be able to match the CITI ID with the records automatically obtained from CITI the next time an update occurs. CITI updates myIRB three times a day so it should begin appearing within a few hours. If the user continues to appear without a certification date and you’ve verified the ID was entered correctly, call HRPO and request to speak with a myIRB System Specialist for further investigation.