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.”
You will be taken to the ONE site.

**SIGNING IN**

You may need to sign in. To sign in, choose “Hello. Sign In” from the menu then click the “Sign in” button. **NOTE:** ONE may recognize you if the browser you’re using is already signed into another site that required you to sign in with your WUSTL Key.
NOTE: If this is your first time signing 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 signing 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.
There are multiple CITI tiles that exist in ONE. To find them all and ensure you select the appropriate one, enter “CITI” in the search bar.

Click the appropriate tile for the track you need to complete. Choose from:

- **Human Subjects Education - Required Initial** to take CITI for the first time or to update your CITI training by completing another initial track.
- **Human Subjects Education – Electives** to update your CITI training by completing a refresher track.
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

Launch CITI Page.
Select “Washington University – St. Louis, MO Courses.”
The track you selected should show. Click on the track to enter.

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

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