

Individuals who have a BJC-NT ID, HRPO ID, or Limited Access ID and completed the CITI Human Subject Education Training using a WUSTL Key associated with a Guest WUSTL ID or a past non-employee ID 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 <https://research.wustl.edu/citi/> to access the CITI Program Quick Guide. Refer to the section "Accessing Your Completion Records" 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.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI)
HUMAN RESEARCH CURRICULUM COMPLETION REPORT
Printed on 01/29/2014

LEARNER	JANE DOE (ID: 000002) 100 Grand Boulevard St. Louis MO 63103
DEPARTMENT	
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INSTITUTION	Saint Louis University
EXPIRATION DATE	

GROUP 1. BIOMEDICAL RESEARCH INVESTIGATORS AND KEY PERSONNEL

COURSE/STAGE:	Basic Course/1
PASSED ON:	01/29/2014
REFERENCE ID:	12223555

REQUIRED MODULES	DATE COMPLETED
Avoiding Group Harms - U.S. Research Perspectives	01/29/14
Introduction	01/29/14
History and Ethics of Human Subjects Research	01/29/14

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)
COURSEWORK REQUIREMENTS REPORT*

* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

Name:	JOHN DOE (ID: 000000)
Institution Affiliation:	Washington University - St. Louis, MO (ID: 441)
Curriculum Group:	Human Research
Course Learner Group:	Group 1 Biomedical Research Investigators and Key personnel
Stage:	Stage 1 - Basic Course
Report ID:	0000001
Completion Date:	02/19/2013
Expiration Date:	N/A
Minimum Passing:	70
Reported Score*:	98

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED
Introduction (ID: 757)	02/19/13

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.

Phone:
Email:

Logged in using: bjc@wustl.washustest: BJC user
Hospital Pager: 888-668-8888
CITI ID: [Where do I find my CITI completion ID?](#)
Degree(s): BA

Completing your profile

E-mail
You will receive automatic e-mails from the myIRB system. The e-mail will come from **myIRB-stage@wusm.wustl.edu**. If your e-mail server filters incoming e-mail, you may wish to add this address to your 'accepted' e-mail list.

Degrees
Enter any degrees you have received to date. You can select multiple degrees by holding down the "Ctrl" key and clicking on the list. **If you have degrees which are not listed, please provide them in the text box below the list.**

Turn on the Delegate Permission System (allows you as a PI to assign permissions to projects for your delegates).
 Yes No

[Save and Continue](#)

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.