**Human Subjects Training**

Initial CITI Registration

• Go to the [CITI web site](https://www.citiprogram.org/): <https://www.citiprogram.org/>

• Click on the “LOG IN THROUGH MY ORGANIZATION” button in the center of the home page, just under the CITI PROGRAM logo.

Step 1: In the “Single Sign On” box, type in “Wichita State University”.

* Click the blue “Continue to SSO Login / Instructions” button
* Log in, just like you would for Blackboard. Remember to enter your email using the MyWSUID@wichita.edu format. Your password should be the same password you use to access Blackboard.

Step 2: Navigate to My Profile (upper right-hand corner) and add your demographic information.

 Step 3: Click on “My Courses” on the top menu.



 Step 4: Click on “Add Courses”. This is how CITI determines which modules will be placed in your course list.

* + Question 1 Laboratory Animal Welfare – Skip this section
	+ Question 2 Responsible Conduct of Research:
		- Select “Not at this time”.
	+ Question 3 Human Subjects Research:
		- Select the box for “**Students conducting no more than minimal risk research**”. This will enroll you in a course called “Students – Class Projects”.
	+ Questions 4–11:
		- Select “No” or “Not at this time”
	+ Click the “Submit” button
* Step 5: You should then be taken to your course list where you can complete the course.

General Tips and Information

* + You can repeat a module multiple times until you get a passing grade (80% or better).
	+ Print out or save to your computer the completion reports for your records. You do not need to email these with your submission unless you are affiliated with another institution.
	+ CITI training must be refreshed every 3 years. The Refresher training is less time intensive than the initial training. You will receive a reminder email from CITI 60 days before your training expires.
	+ If you have questions about the requirements for WSU IRB, please contact the IRB Administrator at IRB@wichita.edu. If you are a graduate student with questions about the requirements for your program, contact your advisor.
	+ If you have technical questions about the CITI website, log in and click on the support tab.