**Human Subjects Training**

Initial CITI Registration

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

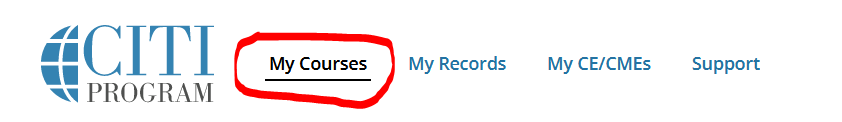
• Click on the “LOG IN THROUGH MY ORGANIZATION” button in the center of the home page, just under the CITI PROGRAM logo.

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](mailto: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](mailto: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.