

**INSTRUCTIONS FOR
UNDERGRADUATE STUDENTS
ACCESSING THE WU HUMAN RESEARCH EDUCATION PROGRAM (“CITI”)**

User ID – “N” number

Students must obtain a special research User ID called an “N” number to access research-related University systems.

IMPORTANT: Do not try to access CITI with the WUSTL-key you created for your Student ID or Employee ID. They will not work. You must use an “N” number, which will be assigned to you for research-related activities.

Obtaining an “N” number

Only certain individuals are authorized to assign “N” numbers. Use the following list to find out who to contact to obtain your N number.

Department you are working with for your research project	Contact
Anthropology	Elaine Beffa 314.935.5346 ebeffa@wustl.edu
Business School	Kurt Dirks 314.935.5206 DIRKS@WUSTL.EDU
GWB School of Social Work	Chad Henry 314.935.8675 CHENRY@WUSTL.EDU
Psychology	Pat McCosky 314.935.6437 PMCCOSKY@WUSTL.EDU
All other Danforth Schools/Departments	eIRB Helpdesk (HRPO) 314.633.7400 eirb@msnotes.wustl.edu

Logging onto CITI – Initial login

For faster server responses, delete Cookies before beginning. Go to Control Panel, Network and Internet Connections, Internet Options, Temporary Files. Select Delete Cookies.

1. Go to HRPO Web Site: <http://hrpohome.wustl.edu/>
2. From menu on left, select “Human Subjects Training (CITI)”
3. Select “Click Here” to enter CITI
4. Enter your “N” number and “N” password assigned to you for the User ID and Password
 - **IMPORTANT!**
 - Do **NOT** enter your Student or Employee WUSTL key.
 - You must use your “N” number to access research-related systems.
 - If you do not already have an “N” number, see instructions for Obtaining an “N” Number (above).

**INSTRUCTIONS FOR
UNDERGRADUATE STUDENTS
ACCESSING THE WU HUMAN RESEARCH EDUCATION PROGRAM (“CITI”)**

Note: It may take up to 24 hours after an “N” number is created before it is functional. If you attempt to use your “N” number and receive an error message, wait until the next day, and try again.

5. You will be prompted to create a new WUSTL key.
 - **IMPORTANT!**
 - Do **NOT** use the same WUSTL key you created for your Student/Employee ID.
 - You must create a different WUSTL key for research.
 - You may use the same password for each WUSTL key, however.

If you successfully create a new WUSTL key for research, you will be taken to the AIS System. Continue to use your research WUSTL key for all research-related programs.

If you have problems during log-in, contact HRPO at 314.633.7400
Ask for the eIRB Helpdesk
Hours: 8-5 M-F

Or send email to: eirb@msnotes.wustl.edu

From the AIS System page:

6. Select “Human Subjects Education” from left side of the screen.
7. Select “Initial Education.”
8. Select “Behavioral IRB Members and Researchers in the following Departments...”
9. Select “Login to CITI” (yellow button, bottom right)
 - The system will load your education requirements and “Launch CITI Page” will appear.
10. Select “Launch CITI Page.”
 - A separate browser will open the CITI Main Menu.
11. Scroll down to “My Courses, Human Research” and select “Enter.”
 - This will present you with the list of modules to be completed.
 - Modules may be completed in multiple sessions.
 - Records of completion will not be sent to WU until the entire course is completed.
 - **AFTER ALL MODULES ARE COMPLETE, PRINT YOUR COMPLETION CERTIFICATE AND KEEP IT WITH YOUR PROJECT FILES.**

Note: It could take up to 3 business days for CITI completion records to be received by WU information systems. If you need immediate proof of completion to obtain HRPO approval for your research project or to obtain a passing grade in Study Abroad 101 (SIT students only), please contact Deanna Johnson, HRPO Behavioral Coordinator, at johnsonde@wusm.wustl.edu. Attach a copy of your CITI completion certificate.