

Basic Learner Instructions

Subjects Research for Undergraduate Class Projects

Students that engage in Human Subjects Research for undergraduate class projects must complete the Collaborative Institutional Training Initiative (CITI) modules for student researchers. The following are basic learner instructions to logon to the Western Illinois University CITI site:

1. User should navigate to www.citiprogram.org to register for CITI online training.
 2. Once there, click on "New Users Register Here".
 3. Under "Select your institution or organization" page, select "Western Illinois University" in the "Participating Institutions" drop down box.
 4. Proceed to create username and password and select the Learner group.
 5. After going through the registration process, the user will be setup as a CITI Learner under the Institution's setup requirements.
 6. The "Course Registration" screen will follow the registration process. For "Which course do you plan to take?", please select "other".
- For "Roll in human subjects research:", please select "Student Researcher - Undergraduate".
7. Next, you will be taken to the "Collaborative Institutional Training Initiative" screen. Please select "Yes, I am a Student and I need the training for class projects."

Please print or save a copy of your completion certificate. If you would like the Office of Sponsored Projects to save a copy of your certificate on file in our office, please e-mail a copy of your certificate to the Compliance Specialist at IRB@wiu.edu.