

INSTRUCTIONS FOR REGISTERING WITH CITI FOR EXPORT CONTROL TRAINING

To register, go to <http://www.citiprogram.org>.

1. At “**New Users**”, click on “**Register Here**”.

2. Complete the whole registration form which consists of 8 sections.

Section 1 - In the “Participating Institutions” drop-down menu, choose “Auburn University”

Section 2 - Select your Username and password – Please use your **Auburn username**/global ID. Do not use your AU password

Section 3 – Security Question and answer

Section 4 – Enter your name

Section 5 - Use your **Auburn University e-mail address** as your preferred e-mail address.

Section 6 – Gender/Ethnicity/Race (this section requires answers. If you do not wish to provide this information, select “I WOULD RATHER NOT DISCLOSE”)

Section 7 – CME/CEU Credits (Select “NO” on the first question, then “NONE” in the drop down menu)

Section 8 – Course Survey

3. Personal information. Complete all sections with an asterisk (*).

4. CITI Course Enrollment Procedure. At the bottom of the page you will need to select “CITI Export Controls” on section #4, then press “SUBMIT”

5. For research purposes at Auburn University only, select “No”.

6. You should see your name and “member number” at the very top/left corner of this page. Approximately at mid-page you should see “My Courses”. To begin the Export Control Training, click on the red “enter” link under “Status”.

7. Click on “The Integrity Assurance Statement” and, after you select “I agree” and “submit”, you’ll be taken back to the export control course, and the first module “General Overview” should be highlighted. Click on it to begin the course.

8. When you have completed all of your required courses, print the completion report, and submit a copy to the Research Security Office.

11. For technical problems, contact citisupport@med.miami.edu. For questions regarding Export Control Training requirements, contact the Research Security Office (334-844-5962).