CITI Training for Export Control

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CITI access through the Office of Research Web Page

http://www.fit.edu/research/osp/#online-training
Select “Create and Account”
Enter your Organization Affiliation

Type in and select Florida Institute of Technology. Organizations will auto-populate this field as you type. Then select “Continue to Step 2”.

[Diagram of CITI Program website showing a section for 'Select Your Organization Affiliation']
Enter your Personal Information

Type in your information in the blank fields. Then select “Continue to Step 3”.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* First Name</td>
<td>Bob</td>
</tr>
<tr>
<td>* Last Name</td>
<td>Jones</td>
</tr>
<tr>
<td>* Email Address</td>
<td><a href="mailto:Bob@tamu.edu">Bob@tamu.edu</a></td>
</tr>
<tr>
<td>* Verify email address</td>
<td><a href="mailto:Bob@tamu.edu">Bob@tamu.edu</a></td>
</tr>
<tr>
<td>Secondary email address</td>
<td><a href="mailto:bob@jones.com">bob@jones.com</a></td>
</tr>
<tr>
<td>Verify secondary email address</td>
<td><a href="mailto:bob@jones.com">bob@jones.com</a></td>
</tr>
</tbody>
</table>

We urge you to provide a second email address. If you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.
Enter your Preferred Access Information

Type in a log in name and password.

Select a security question and type in an answer. Then select “Continue to Step 4”
Enter your Country of Residence

Type in and select US. Countries will auto-populate this field as you type. Then select “Continue to Step 5.”
Select “No” for the two required questions (not required for export controls training). Then select “Continue to Step 6.”
Fill in the required fields. Students should fill in their Student ID number in the employee number block. Then select “Continue to Step 7”.
There are 7 questions on this page, you only have to answer #3 and #5. Select “No” for #3. Select “CITI Export Controls” for #5. Then select “Complete Registration”.
Finalize Registration

Select “Finalize Registration”.

Welcome to the CITI Program. Your registration with Florida Institute of Technology is complete.

Finalize registration
CITI Export Controls Course - Stage 1

To pass this course you must:

- Complete the required module
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional

You have unfinished required or elective modules. To resume, select

Select “Complete the Integrity Assurance Statement before beginning the course”

NOTE: The University requires the following courses to be completed to meet our export controls requirements:

- Introduction to Export Compliance (ID: 16800)
- Export Compliance for Researchers: Part 1 (ID: 16801)
- Export Compliance for Researchers: Part 1 (ID: 16802)

Required Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Status</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Export Compliance (ID: 16800)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>

Supplemental Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Status</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export Compliance for Researchers: Part I (ID: 16801)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance for Researchers: Part II (ID: 16802)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance for Research Administrators (ID: 16803)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance and Biosafety (ID: 16805)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance for Operational Departments (ID: 16806)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance for International Shipping (ID: 16807)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Export Compliance and Purchasing (ID: 16808)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
</tbody>
</table>
CITI Export Controls Course Integrity Assurance

CITI Program Terms of Service include the following provisions. Please read them carefully.

**No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

**Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.

**No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

**No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

**My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Read the content of this page, select the box next to “I AGREE”. Then select Submit.
Select your course to get started!

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- Export Compliance for Researchers: Part 1 (ID: 16801)
- Export Compliance for Researchers: Part 1 (ID: 16802)
At the end of the courses...

- The course is listed on a single web page. Just scroll down.

- Select “Take the quiz for Introduction to Export Compliance (or whichever of the 3 courses you are working on)”. 

- After submitting the quiz (assuming you passed), select “View Post-Course Completion Options”.

- Select “Completion Report” for your records. Print or download it.
Example Completion Report
CITI Export Controls Course

Select “Return to Main Menu” to continue taking courses until the required courses are complete.

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- Export Compliance for Researchers: Part 1 (ID: 16802)
When Complete

• Maintain printed copies (or electronic) for your records.

• Notify John Allen (Director of Research Compliance) that you have completed the training. Attach an electronic copy of your certificate and note in the email what research grant or contract you are working on.
  - jallen@fit.edu
Point of Contact

• If you have any questions, please contact:

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Director of Research Compliance
(321) 674 7309
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Keuper Office 231