

## How to Access Export Control Training in CITI Guidelines

### If you have registered on CITI before:

1. Enter website: [www.citiprogram.org](http://www.citiprogram.org)
2. Click blue “Log In” button on top right corner of the page.
3. Enter your username and password, and then hit “Log In.” The system will take you to “*Iowa State University Courses*,” a list of courses for which you had previously registered.
4. **If CITI Export Controls Course is listed in “*Iowa State University Courses*,”** click on it to begin or resume the training, then skip to number 6 below.
5. **If CITI Export Controls Course is not listed in “*Iowa State University Courses*”:**
  - a. Click on “Add a course.”
  - b. You will get a page of instructions entitled “CITI Course Enrollment Procedure.” Scroll to the bottom and click on “Continue to Question 1 at this time.”
  - c. Once you are on the page entitled “CITI Course Enrollment Questions,” find Question 6, “Please make your selection below to receive the CITI US Export Control Regulations Course” and select “CITI Export Controls.” Click “Submit” at the bottom of the page. Then go back to number 4 above.
6. Complete the Integrity Assurance Statement. Once you have finished, click “Introduction to Export Compliance” to begin.

### If you have never registered on CITI before:

1. Enter website: [www.citiprogram.org](http://www.citiprogram.org)
2. In the top right of the page, find the “Register” button. Click it.
3. Registration Steps:
  - a. Go to the [CITI training website](#).
  - b. Click on the “Register” button located on the top right of the page.
  - c. Complete the steps in the registration form as follows:
    - i. Step 1: Enter “Iowa State University.”
    - ii. Step 2: Enter your name and ISU email address.
    - iii. Step 3 through Step 6: Complete the requested information.
    - iv. Step 7: Scroll down to the bottom of the page and click “CITI Export Controls.”
  - d. If your registration is complete, click on “Finalize Registration.”
  - e. Once your account is created, you may log in and take the CITI Export Controls course by following the directions in the top section of these instructions.

**Please Note:** If you have already registered with CITI at another institution, you may transfer CITI training records to Iowa State by completing the following steps:

1. Access your CITI account and click on the “Affiliate with another institution” link. Choose Iowa State University from the drop-down menu. When prompted, choose the CITI Export Control course you completed previously.
2. Click on “My Profiles” at the top of the page and select “Change my email address.” Enter your ISU email address where prompted.