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**Training Instructions**

**CITI website:** [**https://about.citiprogram.org/**](https://about.citiprogram.org/)

1. One the main page select: **‘Register’** if you do not already have an account.

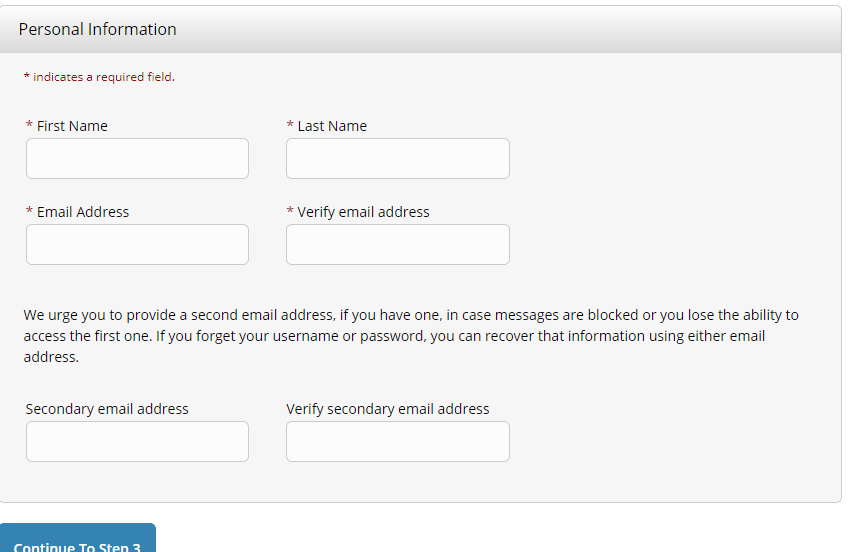


1. Type in “**Illinois State University”** in the ‘Select your Organization Affiliation’ box. Select the box next to ‘I AGREE to the terms of service….’ and the “I affirm” statement and then select ‘Create a CITI Program account’.

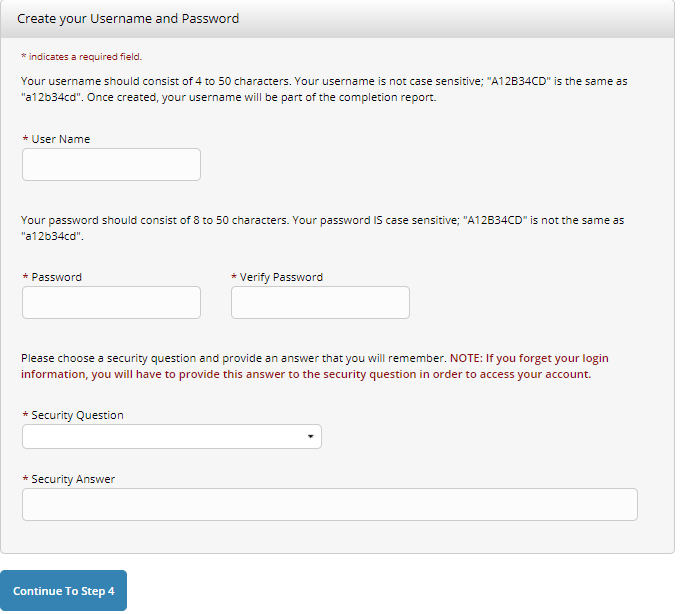
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1. Complete your personal information with your ISU email address. Select ‘Continue to Step 3’.



1. Create a username and password. Identify a security question and then click on ‘Continue to Step 4’.



1. Enter your country of residence and respond to the contact question. Select ‘Finalize Registration’.

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1. Respond to ‘Your CE Credit Status’ question. Select ‘Submit’

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Select: ‘no’

1. Enter your required profile information requested. Select “other” for the course you intend to take and then select ‘next’.

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1. Respond to all the questions to Select Curriculum. **Questions 1-3, 5** should be marked **“none of the above, I am interested in other CITI training courses’.**

Question 4: select ‘CITI Export Controls’.

Questions 7-9: Select ‘no’.

Questions 6 and 10 can be left blank.

Select: ‘**Submit**’

1. The course you select should now appear. Select ‘**Start now**’.

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1. A list of all modules for Export Control training appears. Select ‘**start**’ next to the module you need to complete.

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1. If you have any problems with completing the modules, feel free to contact Research and Sponsored Programs at ([export@ilstu.edu](mailto:export@ilstu.edu)).