

CITI ACCOUNT REGISTRATION

1. Go to <https://www.citiprogram.org>
2. If you are a returning user, please login and select "Add a Course" under the University of Oklahoma Courses tab - My Learner Tools for University of Oklahoma.
3. If you are a new user click the "Register" button on the right.
4. In the text box for "Select your Organization Affiliation," search "University of Oklahoma," and select "University of Oklahoma." Click the box for "I Agree" to Terms of Service, and then click the box for "I Affirm" for Affiliate of the University. Continue on to create your CITI registration.
5. Type in your first and last name, primary email address (twice), and secondary email address (twice). Click "Continue to Step 3."
6. Choose a username and password. We recommend that you use your OU 4x4 and the password to it. Please keep this information handy for future reference. Choose and answer your desired security question. Click "Continue to Step 4."
7. Country of Residence - type and select "United States," Continue to Step 5.
8. **Continuing Education credits - Mark "No" on the first question!** If you respond "Yes" to that question, it will try to charge you a fee for completing the training. There is no fee for OU researchers and affiliates. Respond to the questions regarding CITI contacting you in the future for surveys and marketing information. Click "Continue to Step 6."
9. Respond to the questions requested by OU – Click "Continue to Step 7".
10. Select Curriculum - Choose "Export Compliance." Choose "Not at this time" for questions 1, 3, 4, 5, 6 and 7. Select "Complete Registration," then click "Finalize Registration."

From the main menu, choose "University of Oklahoma Courses" you should now be able to click on the Export Compliance Training link and complete the modules. You will be able to print and save these certificates of completion for your records. This training will be good for three years from the date of completion.

CITI (Collaborative IRB Training Initiative) Web-Based Course, this course is conducted every three years. The CITI Export Compliance Course consists of modules covering export controls and how these regulations interact with the many different aspects of the University, its researchers, faculty, staff and students. Each module includes a brief quiz. The entire course takes approximately 4-6 hours to complete. The program allows users to log in multiple times in order to complete all modules.

