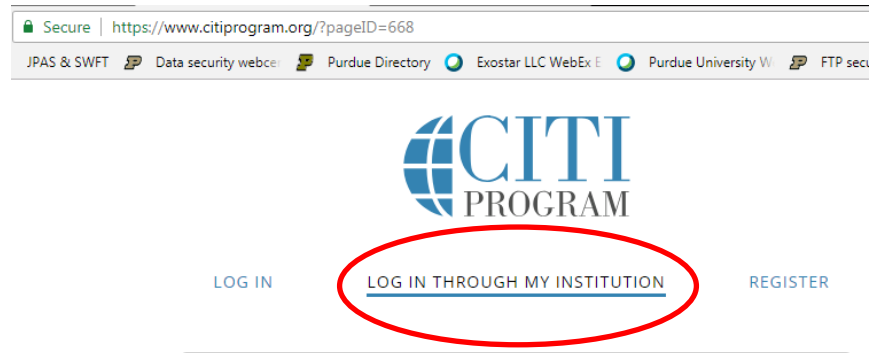


## Quick Reference Guide for CITI

*If you require training through the CITI program as a Purdue University-affiliated researcher. You can use your Purdue Career Account by completing the following steps.*

- 1) Visit [www.citiprogram.org](http://www.citiprogram.org) and click “Log in through my institution”, then select Purdue University.



- 2) Log in with your Purdue Career Account. The next prompt that appears will ask if you are a new or existing CITI user.
  - a. If you are a new user,
    - i. Select “I don’t have a CITI Program account, and need to create one.”
    - ii. Follow the registration steps and once complete, you will be ready to add training courses.
  - b. Existing users of CITI,
    - i. Click “I already have a CITI Program account.”
    - ii. To finalize the linkage of a CITI account, enter your CITI login information. <sup>1</sup>
    - iii. The next screen will verify that your accounts are linked. You will now be able to view all CITI course completion records or take new courses using this information. <sup>2</sup>
- 3) From the Main Menu, select “Add a Course” and scroll down to Question 6 – Export Controls

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<sup>1</sup> If you have forgotten your login or password, click “Did you forget your CITI Program account username or password?” to retrieve the information.

<sup>2</sup> If you do not see your coursework after linking accounts, contact CITI Program Support by phone or e-mail. Go to <https://support.citiprogram.org/>. When contacting CITI, please include your full name and your CITI username(s).

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- 5) From the chart below, select the appropriate course, then scroll to the bottom and click “Submit”:

Which course is required or recommended for your activity		
Activity	CITI Export Controls Compliance Group	Is it Required or Recommended?
New personnel on a <u>Technology Control Plan (TCP)</u> or potential exposure to export-controlled information/materials	Export Controls - Initial Training	Required
Personnel on a TCP or potential exposure to export-controlled information/materials who have not completed training in the last five years	Export Controls - Refresher	Required
Personnel engaging with entities or persons from or who are traveling to <u>countries/regions subject to U.S. Comprehensive Sanctions</u>	Export Controls - OFAC Sanctions Training Only	Project specific determination
Purdue personnel responsible for research administration who may encounter export control regulations. (Examples: Department Heads, College leadership, SPS, Business Offices)	Export Control for Research Administrators	Recommended

- 6) From the Course menu, select the course and begin.  
 7) Once completed, please send certificate of completion to [exportcontrols@purdue.edu](mailto:exportcontrols@purdue.edu)