

**Collaborative Institutional Training Initiative (CITI Program)  
Export Compliance Training**

1. Navigate to the <https://about.citiprogram.org/>
2. Click the REGISTER button at the upper right side of the page



3. Type University of Houston-Clear Lake in the Organization Affiliation box (it will autofill after partial completion):

A screenshot of the "CITI - Learner Registration" form. The form has a blue header with the title "CITI - Learner Registration". Below the header, there is a progress indicator showing "Steps: 1 2 3 4 5 6 7", where step 1 is highlighted. The current step is "Select Your Organization Affiliation". Below this heading, there is a red note: "This option is for persons affiliated with a CITI Program subscriber organization." and a blue note: "To find your organization, enter its name in the box below, then pick from the list of choices provided." followed by a magnifying glass icon. At the bottom of this section is a large, empty text input box.

4. Once the organization name is filled, check the I AGREE box to continue:

The screenshot shows the 'CITI - Learner Registration' page. At the top, there is a blue header with the title. Below it, a progress bar shows 'Steps: 1 2 3 4 5 6 7', with '1' highlighted. The main section is titled 'Select Your Organization Affiliation'. It contains a red warning message: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this is a text box with the value 'University of Houston-Clear Lake'. A blue button with a help icon is next to the text box. Below the text box, there is a note: 'University of Houston-Clear Lake only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checked checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of Houston-Clear Lake.' At the bottom, there is a large blue button that says 'Continue To Create Your CITI Program Username/Password'.

5. Click the CONTINUE button to complete the remaining steps in the registration process.

6. Return to the main CITI page (<https://about.citiprogram.org/>) and log in. This will bring you to the main UHCL CITI page where you can select appropriate training courses based on your job duties. Click the VIEW COURSES button.

7. Scroll to the bottom and choose Add A Course from the bulleted list:

The screenshot shows the 'Learner Tools for University of Houston-Clear Lake' page. It features a bulleted list of links: 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions Page', and 'Remove Affiliation'. The 'Add a Course' link is circled in red.

8. Under Question 1, Export Compliance, check the button next to your employee group to be directed to the CITI export compliance course modules required for your position.

**Question 1**

**Export Compliance**

**Would you like to register for the Export Compliance course? Please select the appropriate option below:**

- OSP Staff
- Faculty
- Business Operations Staff
- UCT Staff
- EHS Staff
- Global Learning & Strategy Staff
- CBAs, DBAs & Dept Assistants
- Not at this time.

9. The course will now appear in your Courses Ready to Begin screen. You do not need to complete the training in one sitting. When you return and log in, you will be taken to your course page and can continue with the next module in the sequence, or complete the module you had started but not completed.
10. Once you have completed a course, CITI will generate a Certificate of Completion. Please download the certificate for your records (you may also log into your account at any time to obtain another copy). This certificate must be attached to a Travel Authorization form, each time you plan to travel internationally on behalf of UHCL and/or with UHCL funds. Your certificate expires three years after completion. You may need to retake the training prior to the expiration date if you transfer to a position with different training requirements.