CITI Program For Export Control

Instructions for Virginia Tech CITI Learners-Virginia Tech Export Control Module

- Completion Time: The Virginia Tech Export Control Module will require approximately 30 minutes in completion time.
- Confirmation of Completion: After viewing the tutorial, you should go to the bottom of the page under “Take the quiz”. This link will take you to the confirmation that you have viewed and understand Export Control as it pertains to university responsibilities.
- Please note that this course is separate from the Responsible Conduct of Research CITI course that is required for postdoctoral associates and students conducting research on National Science Foundation and certain National Institutes of Health programs. If you are being supported by NSF or NIH you will receive an e-mail notification that you are required to take the RCR course. Instructions for accessing the RCR course will be included in the e-mail notification.
Current CITI users skip to page 10:

New users to CITI, Course Instructions:

From the Home Page https://www.citiprogram.org, choose “Register” under “Create an Account”

**Step 1:** Choose your institutional affiliation (Virginia Polytechnic Institute & State University).
Step 2 & 3: Choose a Username/Password, your CITI username will not necessarily be your VT PID. Select a security question and answer.
Step 4: Gender, Ethnicity and Race—You are not required to provide this information. If you wish, select “I would rather not disclose”.

**Gender, Ethnicity and Race**

Why does CITI Program ask about your gender, race and ethnicity? *
Why does CITI Program use these categories? *
Why does CITI Program ask about your gender? *
* Indicates a required field.

**Your Gender Is:**
- Male
- Female
- I would rather not disclose

**Your Ethnicity Is: (You may choose only one)**
- Hispanic or Latino
- Not Hispanic or Latino
- I would rather not disclose

**Your Race Is: (You may choose more than one)**
- American Indian or Alaska Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- I would rather not disclose

Continue to Step 5
**Step 5: CME/CEU Credits and CITI Course Survey** - You do not need these credits to meet the RCR training requirement. If you would like CME/CEU credits, you will need to contact the University of Miami Division of Continuing Medical Education at 305-243-6716 or by e-mail at umcme@med.miami.edu. The costs associated with CME/CEU credits will be an individual responsibility. Course Survey—select yes or no regarding participation in future research surveys.

![Image of CITI Course Survey]

**STOP!**
Click “NO”; you do not need CME/CEU to meet this requirement.
**Step 6:** Once you are registered as a CITI user you will be asked for some information including your VT PID (example, jsmith) and Banner ID (9 # found on your Hokie Passport). Be sure to provide your PID and Banner ID # so we can properly give you credit for taking the CITI course. This step is very important as we need to be able to identify you in our Banner system.

Be sure to use your student/employee ID found on your Hokie Passport, starts with a “9”. If you are being paid by Virginia Tech you should have a “9” number. **If you are not a VT employee or student,** please enter a valid e-mail address in the VT ID # field and the proposal number or grant number of the VT proposal/grant in which you are participating.

If you have a university issued “9” number, but do not have a PID, you can create one [here](#). If you do not have a PID, enter a valid e-mail address. **For department use your home department i.e. Biological Sciences.**

**Role in Research-Select the best fit for your role in research.**
**Step 7**: You will need to enroll in the **Learner Group** under Question 7, “Optional CITI Export Controls Course”. For all other questions select “not at this time” or do not select a course for optional course enrollments.

**Step 8: Finalize Registration**
Step 9: Confirmation e-mail will be sent to your e-mail to confirm your registration

Step 10: After confirming your registration, log into the CITI site. The next page is the Main Menu. Click on the course title to begin the Virginia Tech Export Control Module

Step 11: Please complete the Integrity Assurance statement presented at the top. The system will allow you to start taking the courses after completing it. You will need to turn your speakers on so you can hear the audio portion. If you need special support for viewing this tutorial please contact Amanda Gland, Program Administrative Specialist, at agland@vt.edu or 540-231-6642.
Step 12: Complete the required modules and associated quizzes. Complete any "Elective" modules. When you complete all Required Modules in your curriculum, you will be shown a link to "Optional Modules" in the Optional Course Catalog. You may return to the course site at a future time to review these modules.

Step 13: Click on “Take the quiz” if a quiz is available then click next module. Click the quiz to confirm that you view the tutorial. The minimum "passing" aggregate score for the Export Control module is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.

Step 14: Completion Report- When you complete all required modules successfully, you may print your completion report through the link: "Print Report" in the Main menu under “completion reports”. A copy will be sent automatically to the OESRC administrator within 24 hours of your course completion. You may return to the course site in the future to obtain a copy of the completion report.

If you wish to review the tutorial after completion, you can click on the title under “Course” and review the material.
1. If you are already a Registered User affiliated with Virginia Tech, log onto CITI as usual with your user ID and password. When your MAIN MENU screen loads (see below left), click on the link for “Add a course or update your learner groups for VPI & SU”.

2. This will take you to the ‘Select Curriculum’ page, shown below at right. You will need to enroll in the Learner Group under Question 7, “Optional CITI Export Controls Course”. For all other questions select “not at this time” or do not select a course for optional course enrollments.
3. After confirming your registration, log into the CITI site. The next page is the Main Menu. Click on the course title to begin the Virginia Tech Export Control Module.

Software needed:

This tutorial does not require any special software.

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305 243-7970.
- Questions regarding your requirements should be addressed to Amanda Gland, Program Administrative Specialist, at agland@vt.edu or 540-231-6642.
- For more information regarding Virginia Tech’s policy on export controls please go visit the Office of Export and Secure Research Compliance at http://www.oesrc.researchcompliance.vt.edu/