**CITI Training – Export Control for PIs and others engaged in research with foreign nationals­­**

1. Go to <https://www.citiprogram.org/>
2. The CITI website will open in a new window (please be sure that popup blockers are disabled, otherwise the window may not open).
3. If you do not have a CITI account, please click the **“register”** link at the top to create your account. **If you are already registered, login with your credentials and proceed with step # 3 below.** If you need to create a new account, you will be asked a series of questions. Select UNCG as the participating institution and enter all required name/address information. **NOTE: UNCG now uses Single-Sign On for CITI. You do not need to create a separate CITI username and password. You will be able to use your UNCG credentials.**
	* **NOTE**: If you are not affiliated with UNCG, please input 9 zeros when asked for your UNCG ID during the CITI registration process



1. If you are already registered in CITI, click "login through my institution", search for University of North Carolina at Greensboro, click on University of North Carolina at Greensboro, and login using your UNCG credentials
2. Once logged in, click the “My Courses Tab”, then “View Courses” next to “University of North Carolina at Greensboro Courses”
3. Once on the courses page, click “Add a Course” at the bottom of the page
4. Then select “Export Controls”, then click next, then click “Export Compliance Basic Course”, then click next
5. Once you’ve added that course, then you’ll be able to see the under “Active Courses”