Instructions for CITI Export Control Training

1. If you are a first-time user of the CITI training site you must first register. From the CITI Home Page select “Create an Account.”

2. Select the University of Massachusetts as your institutional affiliation.

3. Enter in information required in Step 2.
4. Move to Step 3 and create a Username and Password.

5. Continue on to Steps 4-6, completed information as required.

6. Step 7 will bring you to the Course Enrollment page.
7. Scroll down the page to **Question 5**. You do not have to answer Questions 1-4. Select “yes” for Question 5. Select “no” for **Question 6**.

8. Click “Complete Registration and continue on to the next page.”

9. On the next page they will ask you to **finalize your registration** and you must do so by clicking the link.
10. You will be brought to the final page, where you can click on the Export Control Course and begin the training.