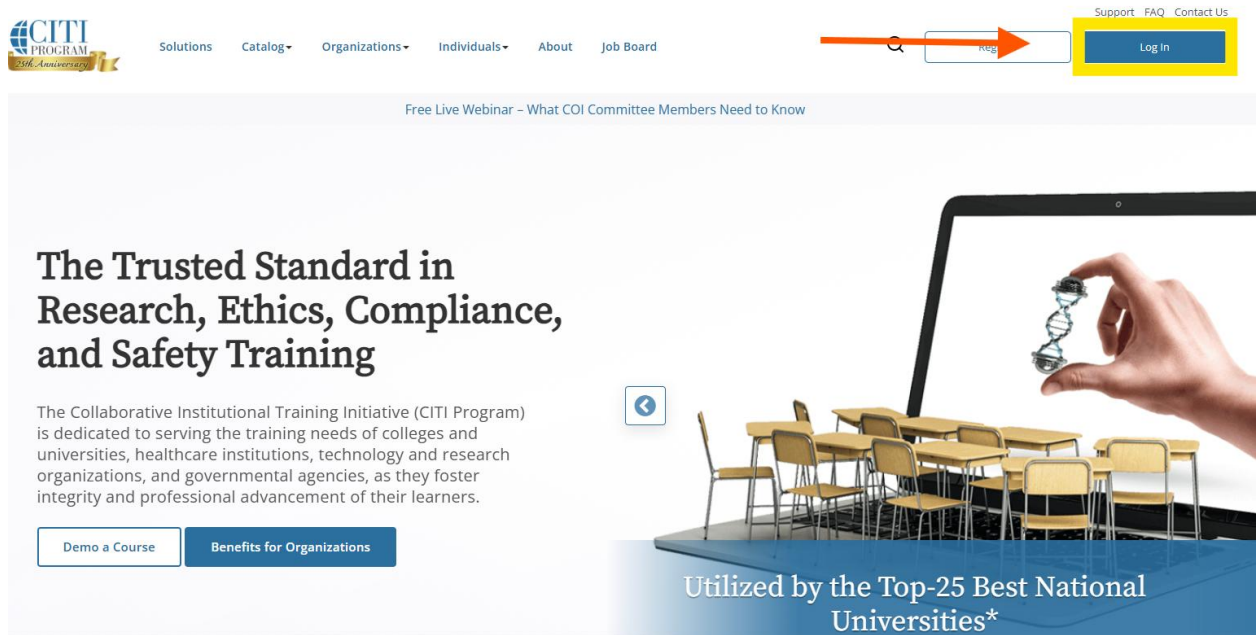


Instructions on how to add or renew your Export Compliance Course

1. Visit the CITI Program Website: <https://citiprogram.org/>
2. Login to the website



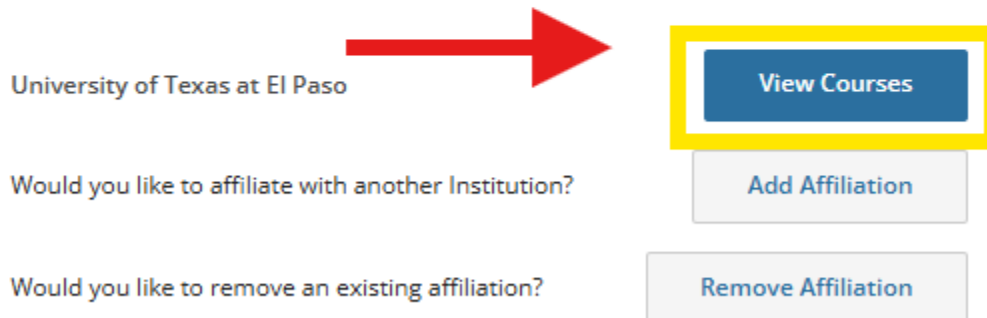
3. Select the “**My Courses**” tab.



4. In the “**Institutional Courses**” section, select “**View Courses**” next to “**University of Texas at El Paso**”.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).



University of Texas at El Paso

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

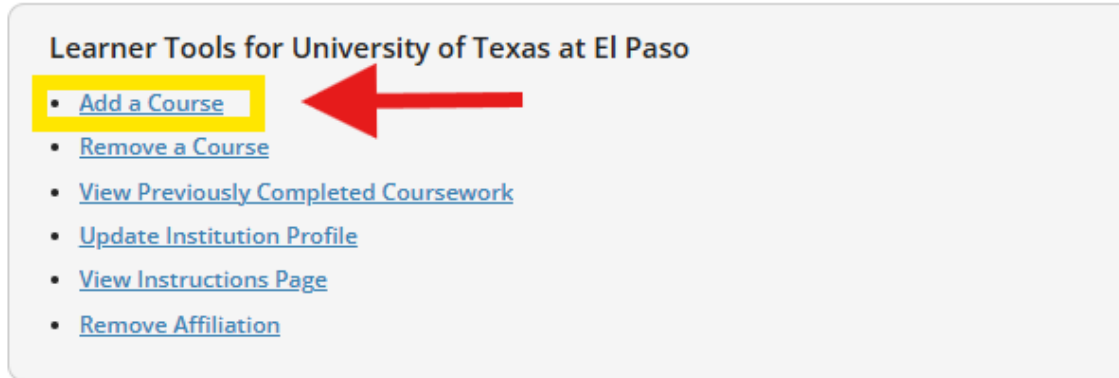
View Courses

Add Affiliation

Remove Affiliation

A red arrow points from the text 'University of Texas at El Paso' to the 'View Courses' button, which is highlighted with a yellow border. Below the text are two questions: 'Would you like to affiliate with another Institution?' and 'Would you like to remove an existing affiliation?'. To the right of these questions are two buttons: 'Add Affiliation' and 'Remove Affiliation'.

5. Scroll down to “**Learner Tools for University of Texas at El Paso**” and select “**Add a Course**”



6. Select “**Export Compliance**” and click “**Next**”

Please choose the appropriate course path(s) based on your research needs:

This question is required. Choose all that apply.

- Responsible Conduct in Research (RCR)
- Human Subjects Research
- Health Information Privacy and Security (HIPS)
- Export Compliance**
- Undue Foreign Influence Course
- Research Security
- Research Security Advanced Refresher
- Webinars
- Biosafety/Biosecurity (BSS)
- Animal Care and Use

[Start Over](#)

[Next](#)

7. Select “**YOUR ROLE**” and click **Next**.

Please make your selection below.


Choose one answer.


- Research Administration
- Business Centers & Administrators
- Researchers

Start Over

Next

8. You will get a confirmation that you are enrolled in the course.

 You are now enrolled in the course(s) you selected.

Show Courses for: 

[Institution List](#)

University of Texas at El Paso

Active Courses [Learner Tools](#)

9. Scroll down to “**Courses Ready to Begin**”

Courses Ready to Begin

[Learner Tools](#)

10. Locate “**Export Compliance for Researchers**”, and click the **Start Now** button

University of Texas at El Paso

Export Compliance for Business Centers & Administrators

Stage 1

0 / 3 modules completed

Start Now

University of Texas at El Paso

Export Compliance for Research Administration

Stage 1

0 / 2 modules completed

Start Now

University of Texas at El Paso

Export Compliance for Researchers

Stage 1

0 / 5 modules completed

Start Now

For questions or assistance please contact
utepresearchtraining@utep.edu