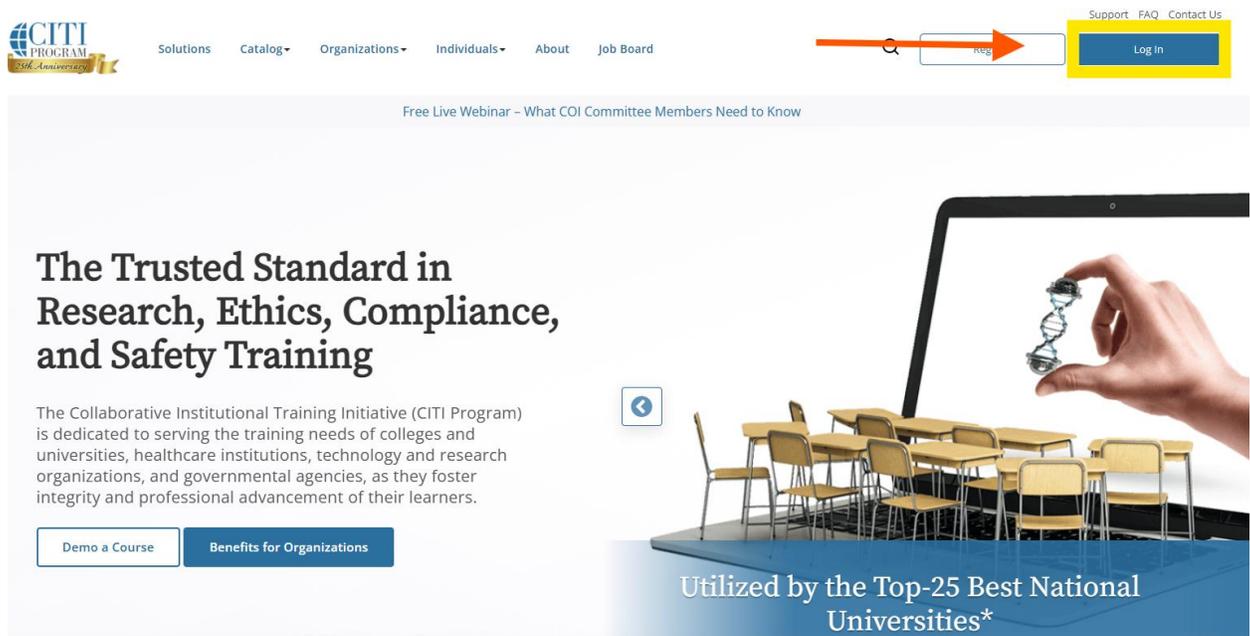


Instructions on how to add or renew your Export Compliance or NSF Researcher/Non Export Controlled

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?  [View Courses](#)

[Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

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

Learner Tools for University of Texas at El Paso

- [Add a Course](#) 
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

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 “**NSF Researcher/Non Export Controlled**” and click **Next**.

Please make your selection below.

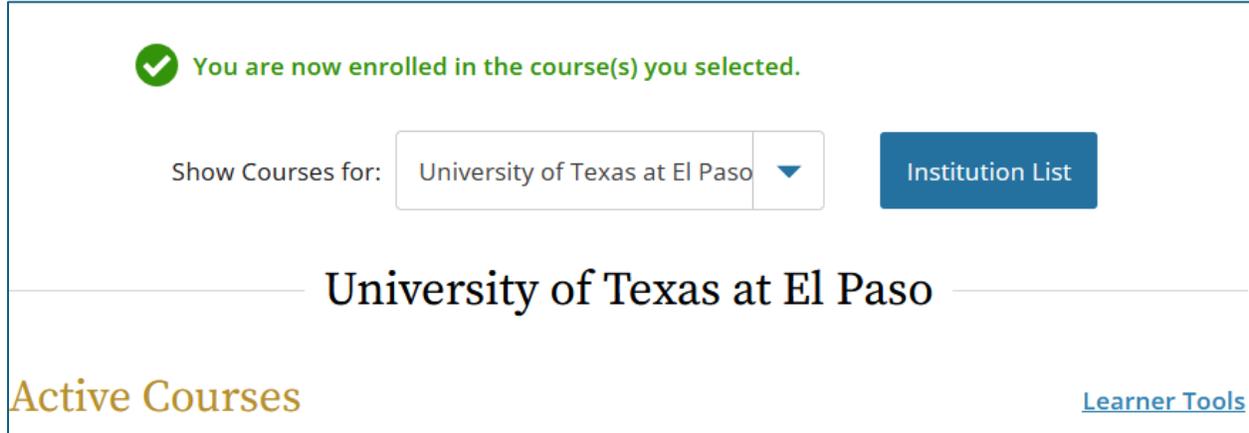
Choose one answer.

- Research Administration
- Business Centers & Administrators
- Researchers
- NSF Researcher/Non Export Controlled**

Start Over

Next

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



A screenshot of a user interface showing a confirmation message and a course filter. At the top, a green checkmark icon is followed by the text "You are now enrolled in the course(s) you selected." Below this, there is a label "Show Courses for:" followed by a dropdown menu currently displaying "University of Texas at El Paso" with a downward arrow. To the right of the dropdown is a blue button labeled "Institution List". Below these elements, the text "University of Texas at El Paso" is centered. At the bottom left, the text "Active Courses" is displayed in a large, bold, orange font. At the bottom right, there is a blue link labeled "Learner Tools".

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



A screenshot of a section header. The text "Courses Ready to Begin" is displayed in a large, bold, orange font. To the right of this text is a blue link labeled "Learner Tools".

10. Locate “**Export Compliance for NSF Researcher/Non Export Controlled**”, and click the **Start Now** button



A screenshot of a course card. The card has a light gray background and rounded corners. At the top, it displays "University of Texas at El Paso" in a small font. Below that is the course title "Export Compliance for NSF Researcher/Non Export Controlled" in a larger font, followed by "Stage 1" in a smaller font. At the bottom left, it shows "0 / 1 modules completed" next to a white progress bar. At the bottom right, there is a blue button labeled "Start Now".

For questions or assistance please contact utepresearchtraining@utep.edu