This guide includes instructions for creating a CITI account (page 1), using an existing account not yet affiliated with UNMC/UNO (page 7), and adding the export control training track to an existing account already affiliated with UNMC/UNO (page 9).

New registration

Start here if you have never used CITI before or want to create a new account.

Go to the CITI website at www.citiprogram.org and click **Register**.

Step 1: On the **Select Your Organization Affiliation** screen, select University of Nebraska Medical Center (UNMC/UNO) from the drop-down menu. You can then agree to the terms of service and privacy policy, and affirm that you are an affiliate of UNMC/UNO. You can then click to continue to the username and password screen.

CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

> University of Nebraska Medical Center (UNMC/UNO)

University of Nebraska Medical Center (UNMC/UNO) only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of University of Nebraska Medical Center (UNMC/UNO).

Continue To Create Your CITI Program Username/Password

Step 2: On the **Personal Information** screen, fill in your name and email address in the appropriate field. You do not need to register as an independent learner. Then click to continue to **Step 3**.

CITI - Learner Registration - University of Nebraska Medical Center (UNMC/UNO)

Steps : 1 **2** 3 4 5 6 7

Personal Information

* indicates a required field.

* First Name
Export

* Last Name
Control

* Email Address
exportcontrol@unmc.edu

* Verify email address
exportcontrol@unmc.edu

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

Step 3: On the **Create your Username and Password** screen, provide the required information and click to continue to **Step 4**.

CITI - Learner Registration - University of Nebraska Medical Center (UNMC/UNO)

Steps: 1   2   **3**   4   5   6   7

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

ecunmc

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   *** Verify Password**

················   ···············

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

In what city were you born?   ▼

* Security Answer

Omaha

Continue To Step 4   ⬅

Step 4: On the **Country of Residence** screen, select your current country of residence. Then click to continue to **Step 5**.

CITI - Learner Registration - University of Nebraska Medical Center (UNMC/UNO)

Steps: 1 2 3 **4** 5 6 7

* indicates a required field.

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

Continue To Step 5

Step 5: This step will ask whether you would like to receive continuing education credit for completing CITI Program courses. **UNMC and UNO do not require payment from the user if you are completing training for UNMC/UNO purposes.** Note that if you elect to obtain continuing education credit, any fees assessed by CITI are your responsibility. When you're done making your selections, click to continue to **Step 6**.

Step 6: This step requests additional information to complete your account profile. Provide the required information and click to continue to **Step 7**.

Step 7: This step allows you to register for different training tracks. Check the box to register for **Export Compliance (EC)**. If your role requires you to complete training in other areas, you can register for those tracks now as well. Select the training tracks you need and click **Next**.

Step 7 continued: You will now need to choose your role. Select one of the following cohorts based on your primary role:

- **Research & Academic Personnel** include personnel directly involved in export-controlled research (principal investigators, co-investigators, visiting scholars, postdocs, students, volunteers, and technicians), departmental research administrators (personnel who support research but are not directly involved in collecting or analyzing data), and deans, associate deans for research, chiefs, and department heads.
- **Administrative Personnel** include personnel from administrative units that provide support for export-controlled activities. These units include sponsored programs, procurement, information technology, human resources, UNeMed, Environmental Health and Safety, International Health and Medical Education, mailroom staff, etc.
- **Other Personnel** include faculty, staff, students, volunteers, and visitors who travel to embargoed or elevated-risk countries, or provide support for export-controlled activities that does not place them in another cohort.
- The **Export Control Office** includes the export control director and other personnel responsible for managing institutional compliance with export controls.

Once you have selected the appropriate cohort, click **Next**.

On the next screen, click **Finalize Registration**.

Adding an institutional affiliation

Start here if you have an existing CITI account affiliated with another institution.

Go to the CITI website at www.citiprogram.org and log in using your existing credentials.

On the landing page, click the **Add an Affiliation** button.

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**.

Add An Affiliation

Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

Register as an Independent Learner

On the next screen, type University of Nebraska Medical Center (UNMC/UNO) in the search box and check the boxes to agree to the terms of service and affirm your affiliation with UNMC/UNO, then click **Continue**.

Home › Profiles › Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of Nebraska Medical Center (UNMC/UNO)

✔ I AGREE to the Terms of Service for accessing CITI Program materials.

✔ I affirm that I am an affiliate of University of Nebraska Medical Center (UNMC/UNO). ⓘ

Continue
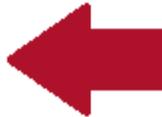
At this point, you may be asked to fill out your profile information and select your training track. Refer to **Step 6** on page 5 of this guide for instructions on completing these steps.

Adding the export control training track

Start here if you have an existing CITI account for other training you've completed at UNMC/UNO.

Go to the CITI website at www.citiprogram.org and log in using your existing credentials.

On the landing page, click **View Courses** under the Institutional Courses heading.

On the next page, scroll down to the Learner Tools box and click **Add a Course**.

From here, you'll be able to select all your required training tracks. See **Step 7** on page 5 of this guide for further information.