

How to Add the Export Compliance Course in CITI

1. [Log in to your CITI account](#) (link prompts you to enter your Duck ID) and select “My Courses” for your University of Oregon affiliation. Once in that tab, select, “View Courses.”

Note: you may get a screen between steps 1 and 2 asking you to update your information. If so, complete that update to move to step 2.

The screenshot shows the CITI PROGRAM website interface. At the top left is the CITI PROGRAM logo. A navigation bar contains the following links: **My Courses** (circled in orange), My Records, My CE/CMEs, Support, and Admin. A search icon is on the right. Below the navigation bar is a blue header area with the text "Welcome, Rikki" and two links: "Add Institutional Affiliation" and "Purchase Independent Learner Courses". On the right side of the header, a circular badge displays the number "21" with the text "Courses Completed" below it. The main content area is titled "Institutional Courses" and contains a paragraph explaining that these courses are available to learners with an affiliation with one or more subscribing institutions. It includes links for "add an affiliation" and "remove an affiliation". Below this text, there are two rows of institution names: "Southern Oregon University" and "University of Oregon" (circled in orange). To the right of each name is a blue "View Courses" button (the "View Courses" button for "University of Oregon" is circled in orange). Below the institution names are two questions: "Would you like to affiliate with another Institution?" and "Would you like to remove an existing affiliation?". Each question has a corresponding button: "Add Affiliation" and "Remove Affiliation". At the bottom of the page, the text "Independent Learner" is visible.

2. Once in the “View Courses” screen, scroll to the bottom to access the “Learner Tools for University of Oregon” menu and select “Add a Course.”

Show Courses for: ▼ [Institution List](#)

University of Oregon


Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)


You have no courses ready to begin for this Institution.

Completed Courses [Learner Tools](#)

University of Oregon [Not Earned](#) 


COI Researcher

Stage 1 - Basic Course

[Post-Course Survey](#) 


Passed 04-Nov-2020

[Review Course](#) [View - Print - Share Record](#)

University of Oregon [Not Earned](#) 

COI Training for RCS Administrators

Stage 1

[Post-Course Survey](#) 

Passed 11-Jun-2018

[Review Course](#) [View - Print - Share Record](#)

Learner Tools for University of Oregon

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

3. This will take you to the “Select Curriculum” page. Check “Export Compliance” and select “Next.”

Select Curriculum
University of Oregon

Please select the type of training you wish to enroll in to view the available courses:

This question is required. Choose all that apply.

- Protection of Human Research Subjects** - Required to meet the Institutional Review Board (IRB) education requirement.
- Responsible Conduct of Research (RCR)** - Required for some grants or funding opportunities. (RCR training does not meet the IRB training requirement.)
- Conflict of Interest**
- Information Privacy & Security in Research**
- Good Clinical Practice**
- Export Compliance**
- Animal Care and Use**
- Cursos de Idioma Español/Spanish Language Courses**

[Start Over](#) [Next](#)

4. You have now added the Export Compliance course to your “My Courses” page and can complete the course.