University of Maine  
Office of Research Compliance (ORC)  

Instructions for accessing Export Compliance training in CITI

Export Compliance training is available through the University of Maine System (UMS) subscription service to the Collaborative Institutional Training Initiative (CITI). In order to access and complete the training you must be a registered CITI user. There is one 'required' module and 10 'optional' modules available to choose from. The Office of Research Compliance recommends that users complete, at a minimum, the 'Required' module titled 'Introduction to Export Compliance' and the 'Optional' module titled 'Export Compliance for Researchers: Part I. Each module takes approximately 40 minutes to complete; training is valid for four years.

Returning CITI Users:

- Go to: www.citiprogram.org
- Log in to your account and expand the "University of Maine System Courses' box.
- Under 'My Learner Tools for University of Maine System' at the bottom of the page, choose 'Add a Course'
- Question 8 - Select 'CITI Export Controls'
- Scroll down and 'submit'
- Click on 'CITI Export Controls Course'
- Complete the 'Integrity Assurance Statement'
- Click on the module(s) you wish to complete (at minimum - 'Required' module titled 'Introduction to Export Compliance' and the 'Optional' module titled 'Export Compliance for Researchers: Part I)

New CITI Users:

To Establish a CITI Account:

- Go to www.citiprogram.org, and click on Register
- In Step 1 search for ‘University of Maine System’ in the section titled ‘Select your Organizational Affiliation’ and agree to the CITI Terms of Service.
- Proceed through Steps 2-6 to create a username, password and personal profile. Note: When asked which course you plan to take, choose 'other'

To Enroll in CITI’s Export Control course

- Step 7 of the registration process asks you to select a desired curriculum
- Question 8 - Select 'CITI Export Controls'
- Scroll down and 'submit'
- Click on 'CITI Export Controls Course'
- Complete the 'Integrity Assurance Statement'
- Click on the module(s) you wish to complete (at minimum - 'Required' module titled 'Introduction to Export Compliance' and the 'Optional' module titled 'Export Compliance for Researchers: Part I)

Need Help? Contact Amanda Ashe (581-1480)