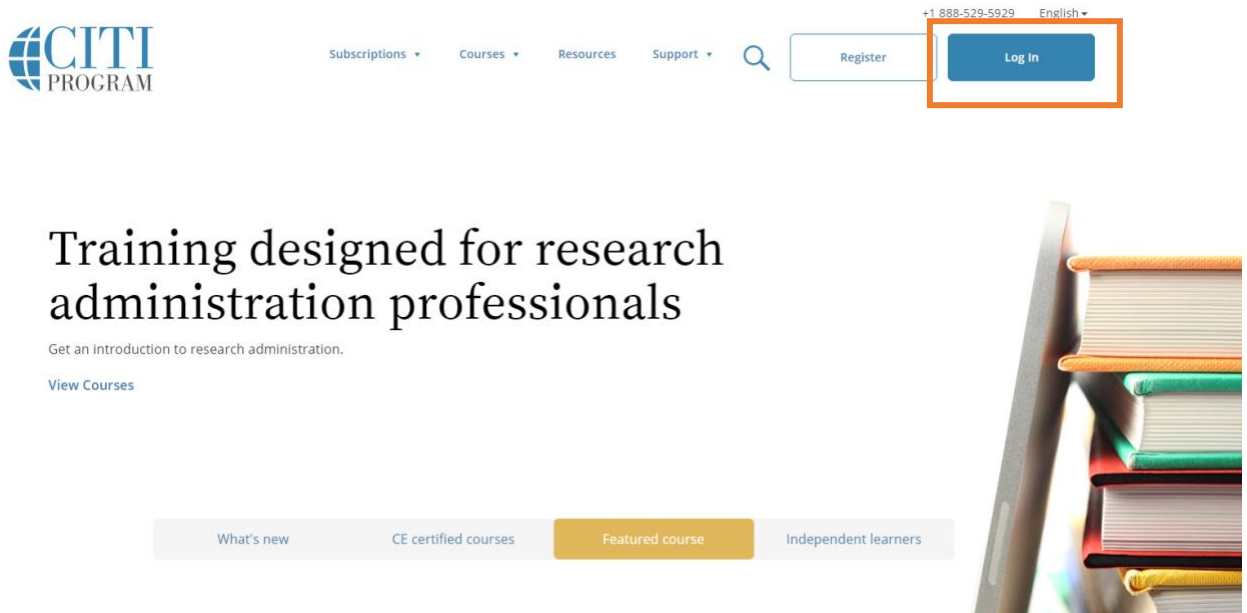


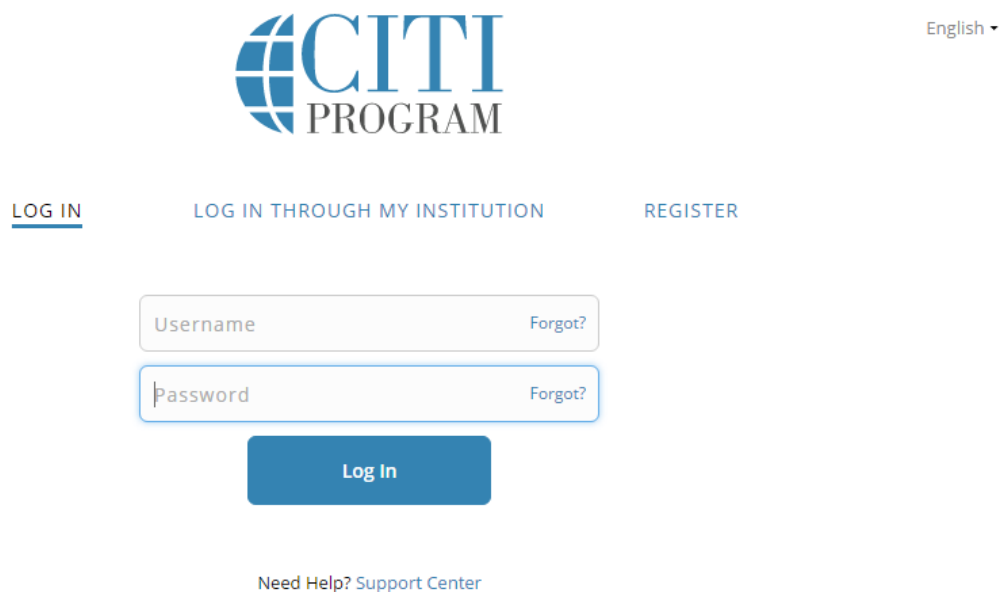
How to Access Required CITI Export Compliance Training for Users with Existing UTC CITI Accounts

If you already have a UTC-affiliated CITI account and have not previously enrolled in the Export Compliance Course, you will need to "Add a Course" in order to have the required course show up on your Main Menu. Follow the below instructions:

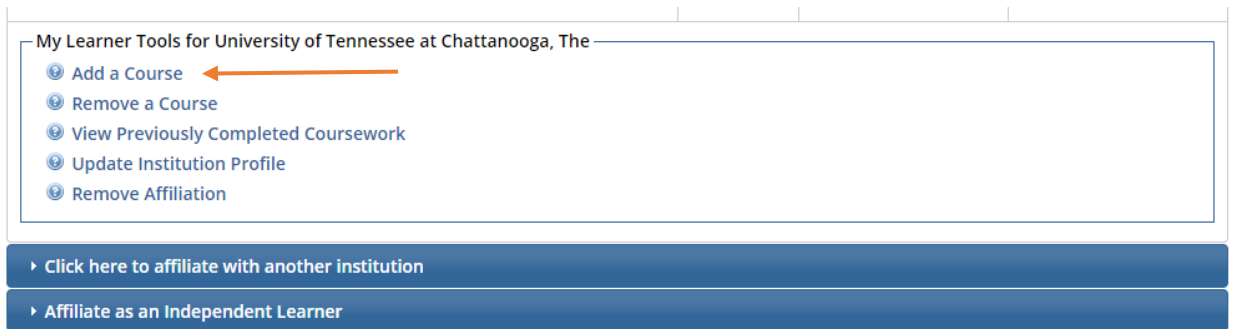
1. Visit <https://www.citiprogram.org> and click "Log in" at the top right of the screen.



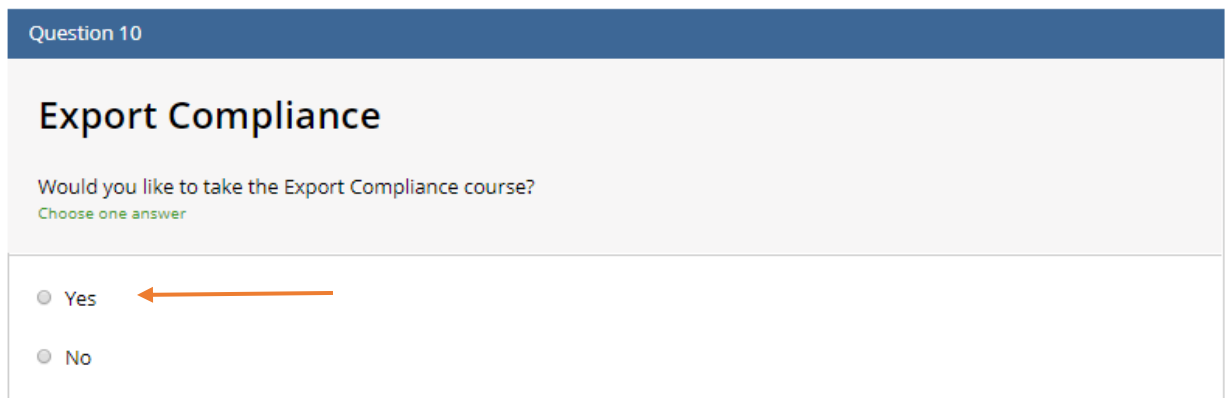
2. Enter your username and password when prompted.



3. Select "Add a Course" under "My Learner Tools" on your Main Menu.



4. Skip to Question #10. Select "Yes".



5. Scroll to the bottom of the Questionnaire and select "Submit".



6. You should now see the course titled "Export Compliance" listed in your Course List.

University of Tennessee at Chattanooga, The Courses			
Course	Status	Completion Record	Survey
Export Compliance ←	Incomplete	Not Earned	

7. Begin a course by clicking on the course name. You will be presented with a list of modules, with a short quiz following each module. All required modules within a course will need to be completed in order to earn a completion certificate. Course progress is automatically saved if you log out of CITI, so you may complete a course at your convenience. A quiz score average of

80% must be maintained to earn the Completion Certificate. Quizzes may be retaken as many times as necessary.

Biomedical Research Investigators - Basic Course

To pass this course you must:

- Complete all 7 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score

100%

Will show the date when each module is completed.

↓

Required Modules	Date Completed	Score
Gender and Sexuality Diversity (GSD) in Human Research (ID: 16556)	01/18/17	5/5 (100%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	Incomplete	0/0 (0%)
Belmont Report and CITI Course Introduction (ID: 1127)	01/18/17	3/3 (100%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)
The University of Tennessee at Chattanooga (ID: 1555)	Incomplete	0/0 (0%)

8. Once all required modules are completed, you will be prompted to save or print your Completion Certificate. Please save a copy of this certificate for your own records. Please notify ORI that you have completed the training.

If you have questions about the CITI website, please visit the [CITI Learner Support webpage](#) or contact the UTC Office of Research Integrity at (423) 425-5867.