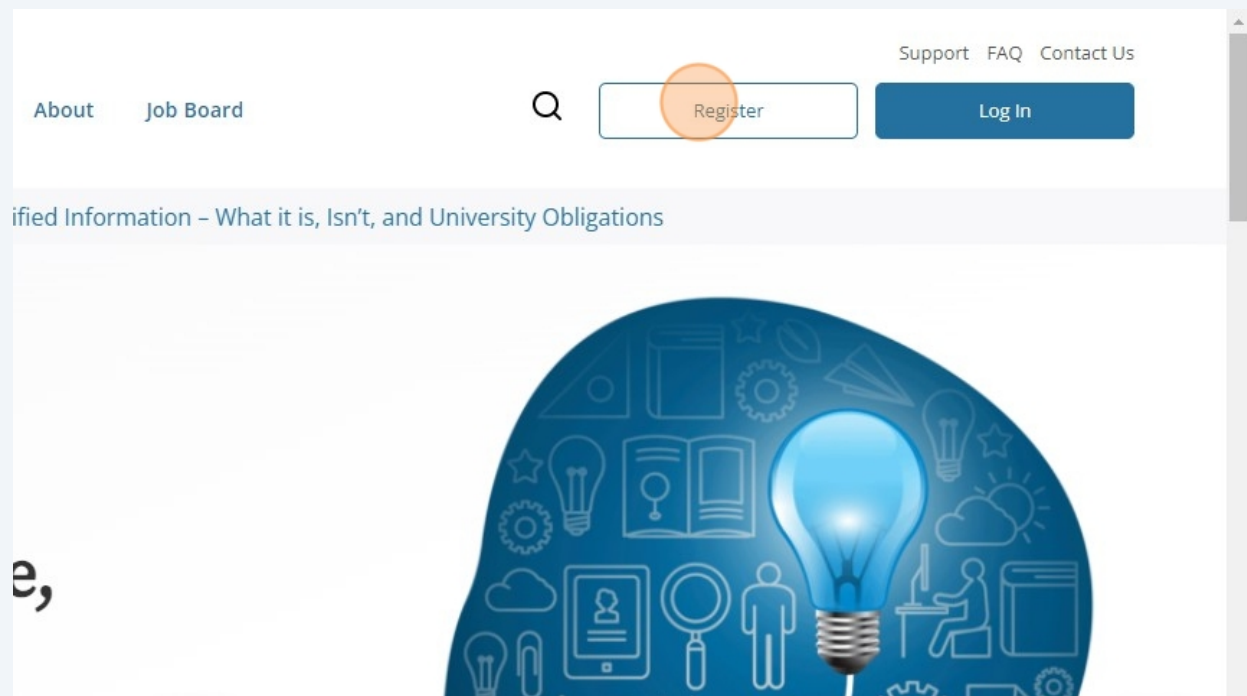


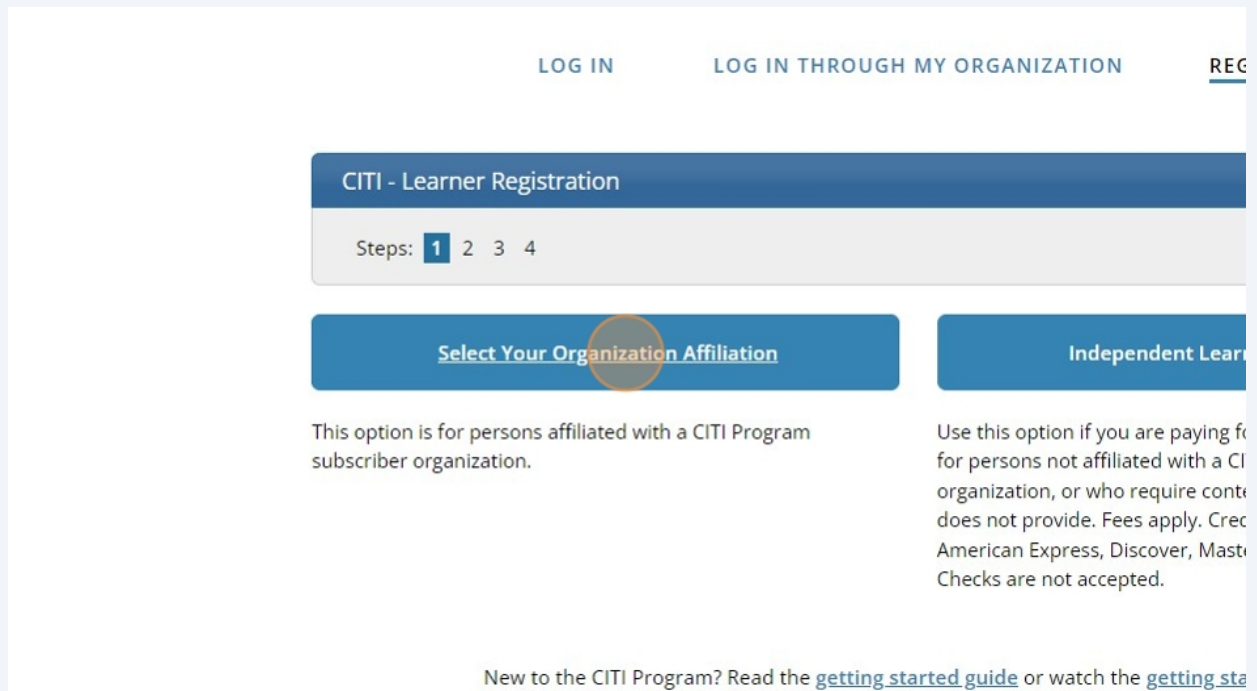
Register For CITI Program At Sam Houston State University

1 Navigate to <https://about.citiprogram.org/>

2 Click "Register"



3 Click "Select Your Organization Affiliation"



LOG IN LOG IN THROUGH MY ORGANIZATION [REG](#)

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

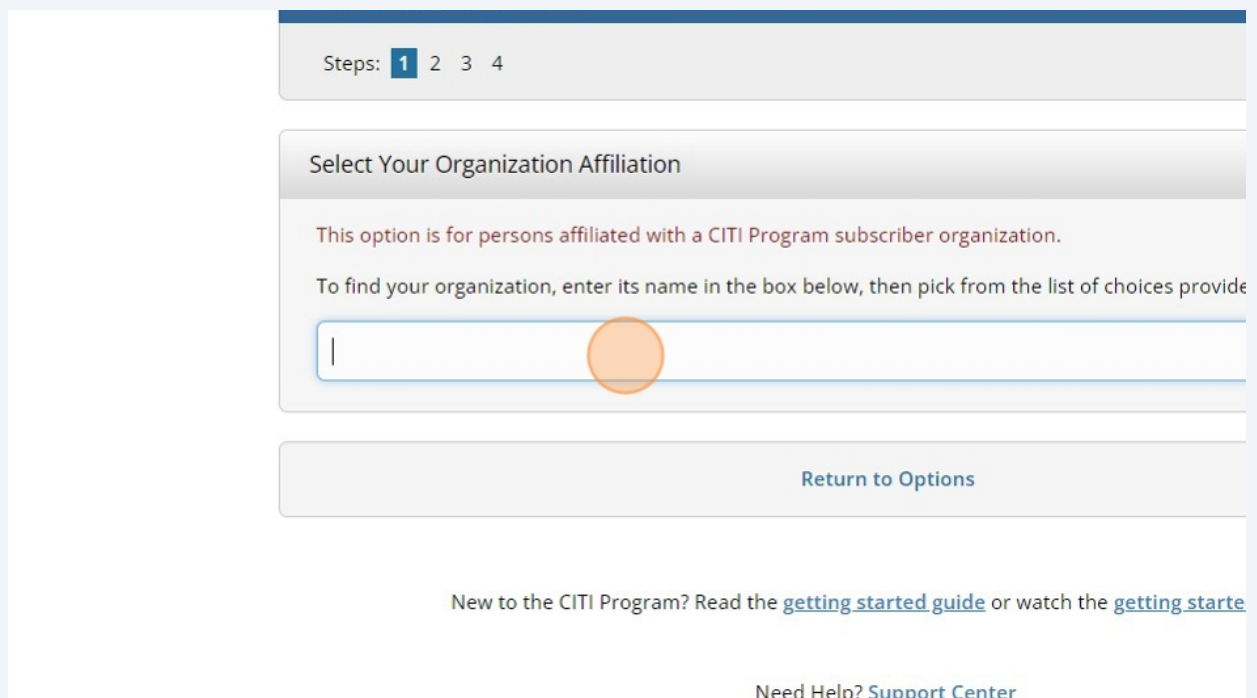
This option is for persons affiliated with a CITI Program subscriber organization.

Independent Learner

Use this option if you are paying for for persons not affiliated with a CITI organization, or who require content that does not provide. Fees apply. Credit cards: American Express, Discover, MasterCard. Checks are not accepted.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started](#)

4 Click this text field.



Steps: **1** 2 3 4

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.

[Return to Options](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started](#)

Need Help? [Support Center](#)

5 Type "Sam H"

6 Click "Sam Houston State University"

Steps: **1** 2 3 4

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

Sam h

Sam Houston State University

[Return to Options](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting](#)

Need Help? [Support Center](#)
[Status Page](#)

7

Click the "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." field.

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 ch

Sam Houston State University

Sam Houston State University only allows the use of a CITI Program username/password username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials

[Return to Options](#)

New to the CITI Program? Read the [getting started guide](#) or watch the g

[Need Help? Support Center](#)

8

Click the "I affirm that I am an affiliate of Sam Houston State University." field.

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 ch

Sam Houston State University

Sam Houston State University only allows the use of a CITI Program username/password 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 Sam Houston State University.

[Return to Options](#)

New to the CITI Program? Read the [getting started guide](#) or watch the g

9 Click this button.

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 ch

Sam Houston State University

Sam Houston State University only allows the use of a CITI Program username/password 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 Sam Houston State University.

Create a CITI Program account

[Return to Options](#)

10 Click the "* First Name" field. Complete **all** required fields. The primary email address should be your formal SHSU email that includes your SHSU username.

CITI Learner Registration - Sam Houston State University

Steps : 1 2 3 4

Personal Information

* Indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

smiles1968

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

11

Provide your personal email as secondary, because your account will follow you if you go to other academic institutions that use this program for all of their ethical training needs. Click the button labeled "Continue To Step 3."

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

Secondary email address

sgmiles1968@gmail.com

Verify secondary email address

sgmiles1968@gmail.com

[Continue To Step 3](#)

New to the CITI Program? Read the [getting started guide](#) or watch the g

Need Help? [Support Center](#)
[Status Page](#)

12

Click this text field. This is where you will create a username and password specific to the CITI program.

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". Once created, your username will be part of the completion report.

* User Name

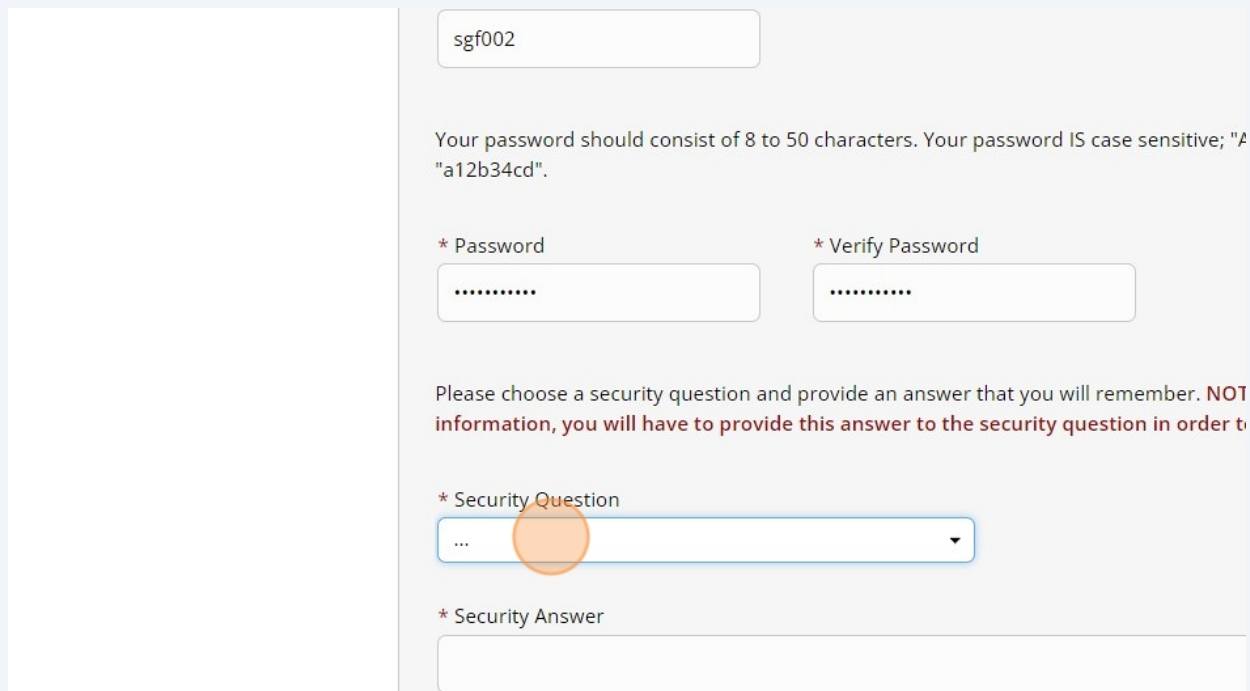
Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A" "a12b34cd".

* Password

* Verify Password

13

Click this dropdown. You must choose one of the security questions and provide an answer to that question. This is what will be used to help you recover your login credentials should you forget them.



sgf002

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A" "a12b34cd".

* Password

* Verify Password

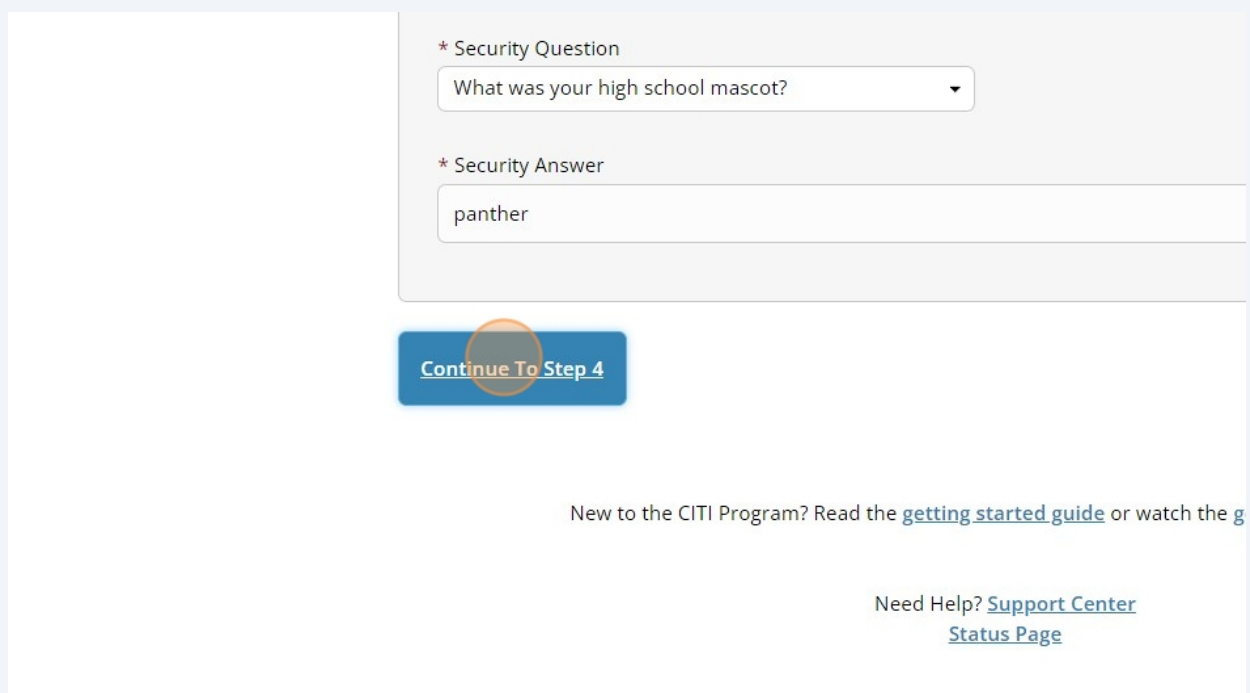
Please choose a security question and provide an answer that you will remember. **NOT information, you will have to provide this answer to the security question in order to**

* Security Question

* Security Answer

14

As an example, I chose my high school mascot for my security question/answer. Click the button labeled "Continue To Step 4."



* Security Question

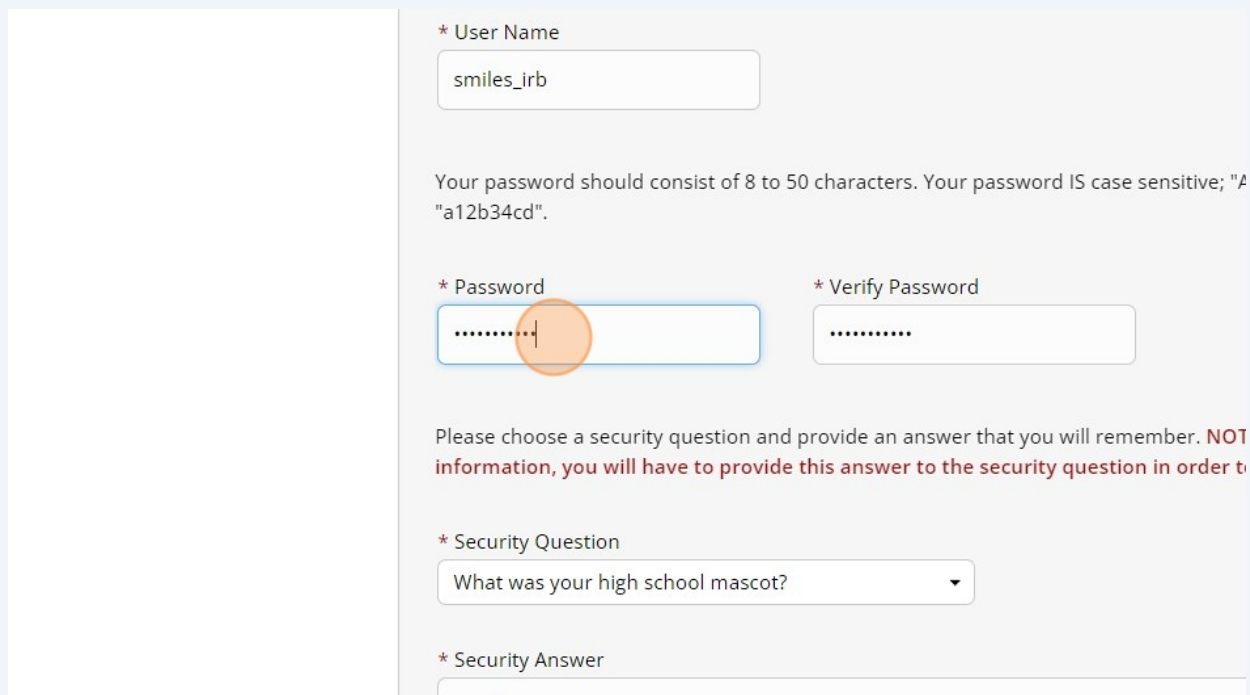
* Security Answer

[Continue To Step 4](#)

New to the CITI Program? Read the [getting started guide](#) or watch the g

Need Help? [Support Center](#)
[Status Page](#)

15 Click the "* Password" field.



* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A" "a12b34cd".

* Password

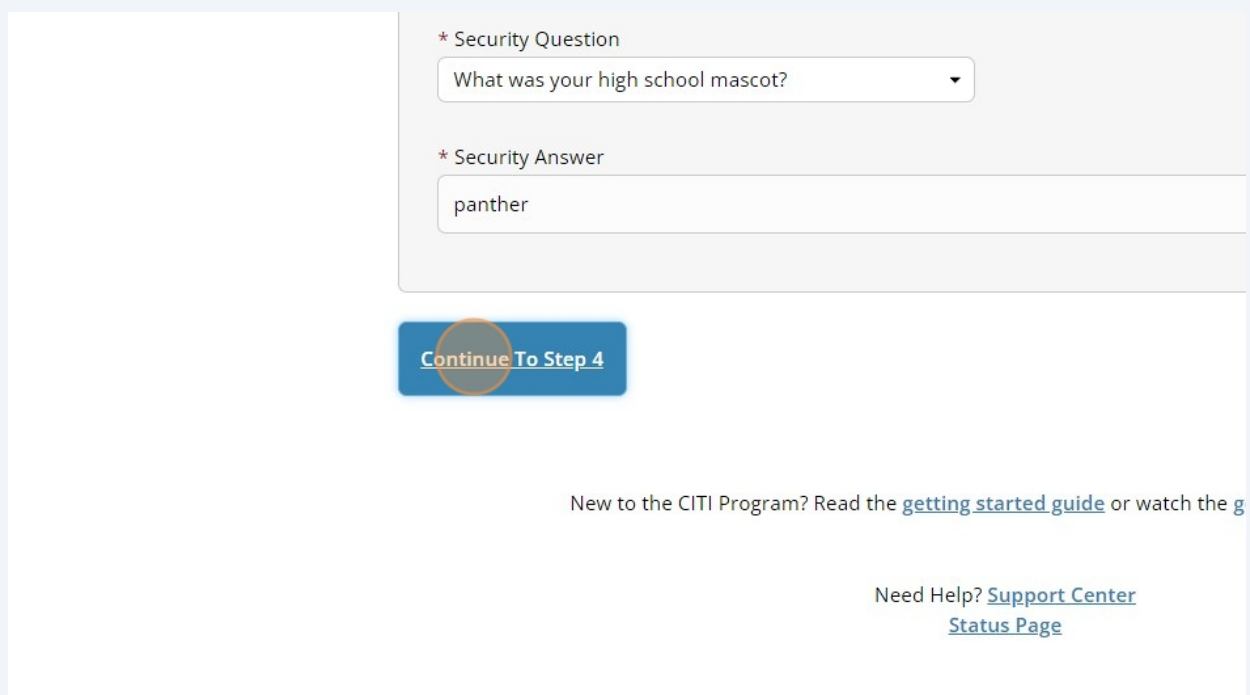
* Verify Password

Please choose a security question and provide an answer that you will remember. **NOT information, you will have to provide this answer to the security question in order to**

* Security Question

* Security Answer

16 Click this button.



* Security Question

* Security Answer

[Continue To Step 4](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [g](#)

Need Help? [Support Center](#)
[Status Page](#)

17

Ignore the "Connect your ORCID ID." Click the text field pertaining to Country of Residence. Type United States. Select No to the next question...unless you want the CITI program to contact you for evaluation surveys. Click the button labeled "Continue Registration."

* May we contact you to provide information about other courses and service Program coursework? 🗣️

☐ Yes

☒ No

[Continue Registration](#)

New to the CITI Program? Read the [getting started guide](#) or watch the g

Need Help? [Support Center](#)

[Status Page](#)

18

Click No to the question pertaining to CE credits as SHSU does not participate in this part of the program. Click the button labeled "Submit.".

CE credits are used by licensed professionals in fields such as healthcare and education not related to the credit hours earned by students at academic institutions, and most st [Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

[Submit](#)

i Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

Click on "Courses" tab at top left of this page and click "New Courses" button.

19 Click this dropdown and select language preference.

[Home](#) > [Profiles](#) > Affiliate with an Institution

i Please provide the following information requested by Sam Houston State University.

Fields marked with an asterisk (*) are required.

Language Preference

Institutional email address *

We recommend providing an email address issued by Sam Houston State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Sam Houston State University officials identify your learning records in reports.

20 Click the "Institutional email address *

English



Institutional email address *

We recommend providing an email address issued by Sam Houston State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Sam Houston State University officials identify your learning records in reports.

Enter a valid Institutional Email Address.

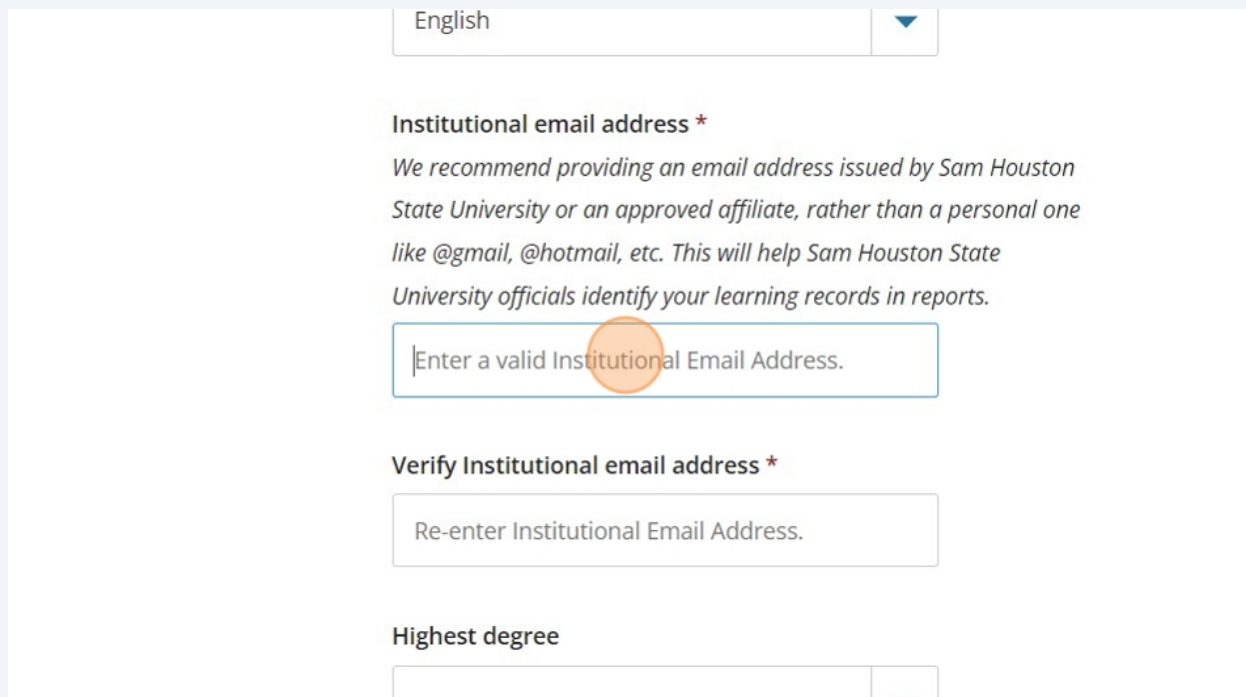
Verify Institutional email address *

Re-enter Institutional Email Address.

Highest degree

21

Click the "Institutional email address"
*



English

Institutional email address *
We recommend providing an email address issued by Sam Houston State University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Sam Houston State University officials identify your learning records in reports.

Enter a valid Institutional Email Address.

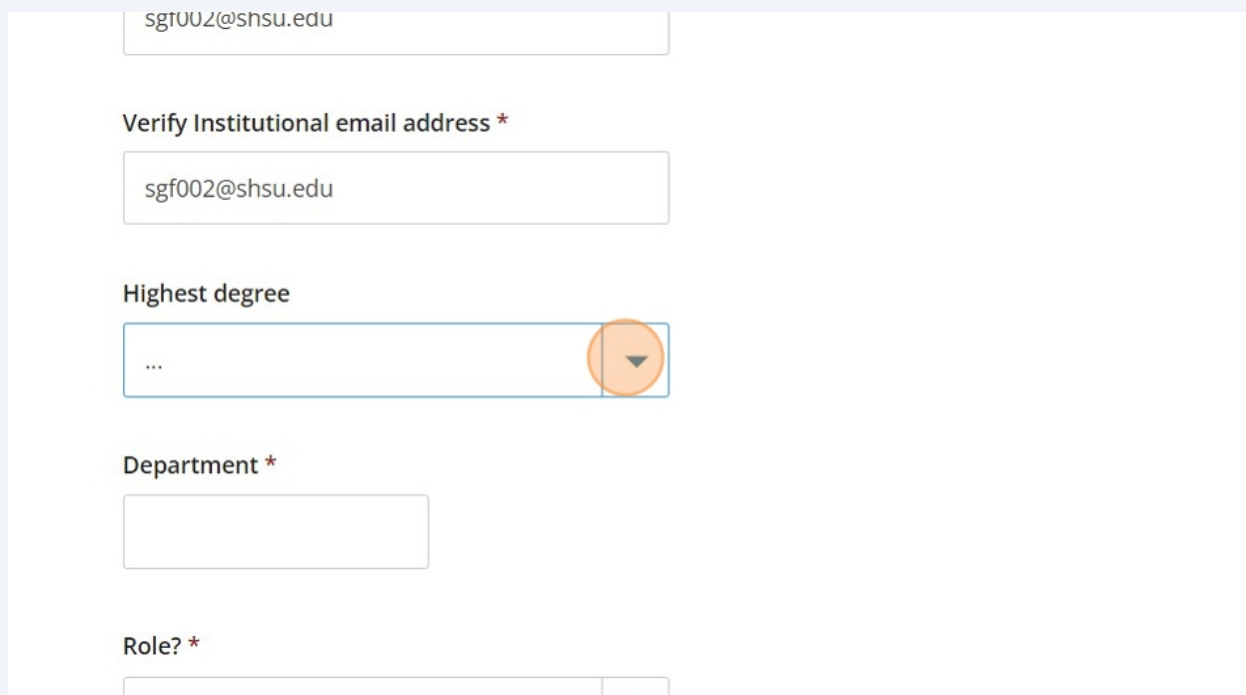
Verify Institutional email address *

Re-enter Institutional Email Address.

Highest degree

22

Click this dropdown.



sgf002@shsu.edu

Verify Institutional email address *

sgf002@shsu.edu

Highest degree

...

Department *

Role? *

23

Click the "Department
*" field.

sgf002@shsu.edu

Highest degree

Other Post Graduate Degree



Department *

Role? *



Address Field 1

24

Click this dropdown.

Other Post Graduate Degree



Department *

ORSP

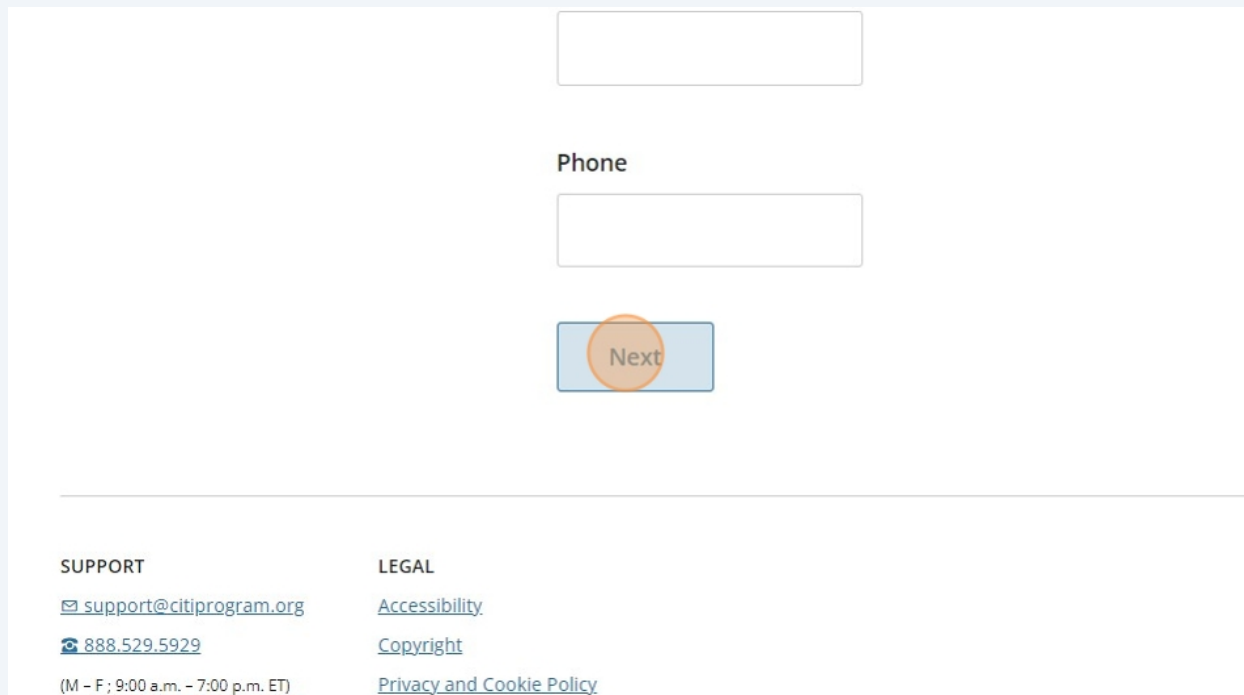
Role? *



Address Field 1

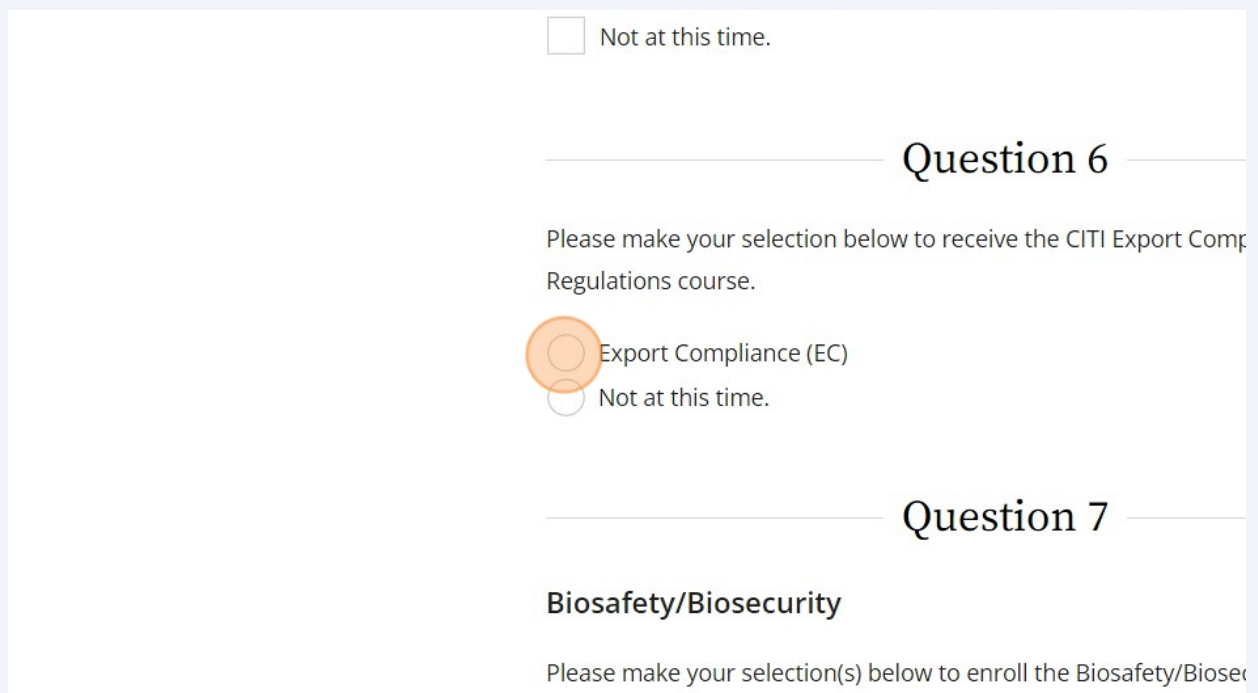
Address Field 2

25 Click the button labeled "Next."



A screenshot of a web form. At the top, there is an empty rectangular input field. Below it, the label "Phone" is followed by another empty rectangular input field. Underneath the phone field is a blue button with the word "Next" in white text, which is highlighted with an orange circle. At the bottom of the form, there is a footer section with two columns. The left column is titled "SUPPORT" and contains the email support@citiprogram.org, the phone number [888.529.5929](tel:888.529.5929), and the text "(M - F ; 9:00 a.m. - 7:00 p.m. ET)". The right column is titled "LEGAL" and contains links for [Accessibility](#), [Copyright](#), and [Privacy and Cookie Policy](#).

26 Click here.



A screenshot of a survey. At the top, there is a checkbox followed by the text "Not at this time." Below this, there is a section titled "Question 6" with the text "Please make your selection below to receive the CITI Export Compliance Regulations course." There are two radio button options: "Export Compliance (EC)" and "Not at this time." The "Export Compliance (EC)" option is selected, indicated by an orange circle. Below this, there is a section titled "Question 7" with the text "Please make your selection(s) below to enroll the Biosafety/Biosecurity course." The text "Biosafety/Biosecurity" is also visible.

27 Click this button.

- ☐ Advance Research Directives: Tools for Supporting People With Limited Capacity
- ☐ From Protocol to Manual of Procedures (MOP)
- ☐ Utilizing Outside Experts on the IRB

Submit

SUPPORT

support@citiprogram.org

[888.529.5929](tel:888.529.5929)

(M - F ; 9:00 a.m. - 7:00 p.m. ET)

LEGAL

[Accessibility](#)

[Copyright](#)

[Privacy and Cookie Policy](#)

egin

[Learner Tools](#)

EC)

Start Now

[Learner Tools](#)

any courses for this Institution. Full records of past completions are

29 Click here.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any social media website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account information, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.



I AGREE to the above, the [Terms of Service](#), and the [Privacy Policy](#) in order to access CITI Program materials.

Cancel

Submit

30 Click this button.

including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.



I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

LEGAL

[Contact Us](#)
[t@citiprogram.org](#)

[Accessibility](#)

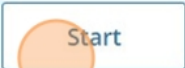
[1.5929](#)

[Copyright](#)

31

Click this button. Note: You are only responsible for completing the one required module.

Required Modules

	Completed	Score	
00)	Incomplete	-	



Supplemental Modules



	Completed	Score	
y in Research (ID 16804)	Incomplete	-	

32

Click "Choose Classic"

Available module formats:


[Choose Audio-Visual](#) 


[Choose Classic](#) 

Recommended browsers for Audio-Visual:
Recent versions of Google Chrome, Microsoft Edge, Safari, or Firefox ([Enable Autoplay](#))

This module has a quiz.

33 Click "Switch View"



Introduction to Export Compliance

Sam Houston State University - Export Compliance (EC)

Switch View

Introduction to Export Compliance

Content Author

- Wendy M. Epley, MSc-RTC, ECoP® - EAR & ITAR
Epley Consulting LLC

34 Click "SWITCH VIEW"



REFERENCES RESOURCES HELP SWITCH VIEW

CITI PROGRAM

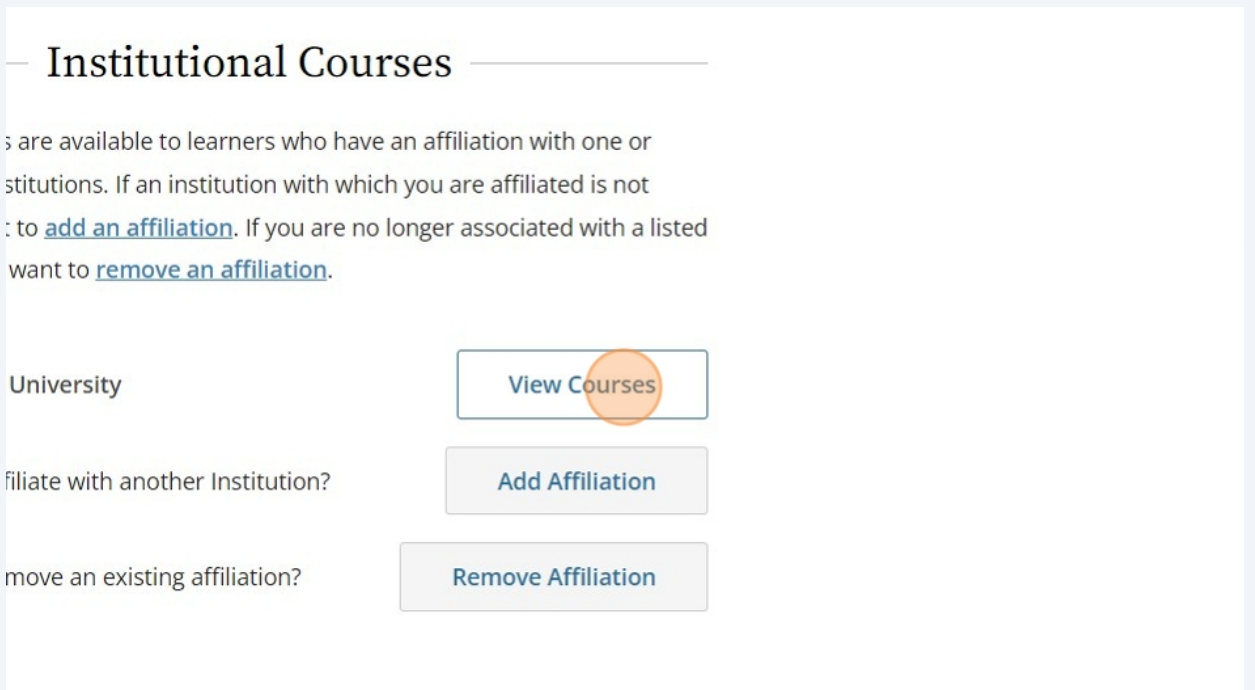
Introduction to Export Compliance

35 Click "My Courses"



The screenshot shows the Citi Program website header. The Citi Program logo is on the left. To its right are four navigation links: "My Courses", "My Records", "My CEs", and "Support". The "My Courses" link is underlined and has an orange circle highlighting it. Below the header is a blue banner with the text "Introduction to Export Co" in large yellow font, "Sam Houston State University - Export Complia" in smaller white font, and a yellow "Switch View" button on the right. Below the banner, the text "Introduction to Export Comp" is partially visible.

36 Click "View Courses" to access your courses each time.



The screenshot shows the "Institutional Courses" section. It has a heading "Institutional Courses" followed by a horizontal line. Below the heading is a paragraph of text: "s are available to learners who have an affiliation with one or institutions. If an institution with which you are affiliated is not t to [add an affiliation](#). If you are no longer associated with a listed want to [remove an affiliation](#)." Below the text are three rows of input fields and buttons. The first row has a "University" input field and a "View Courses" button, with an orange circle highlighting the button. The second row has an input field with the text "Affiliate with another Institution?" and an "Add Affiliation" button. The third row has an input field with the text "Remove an existing affiliation?" and a "Remove Affiliation" button.