



UNIVERSITY OF CENTRAL FLORIDA

Office of Research Office of International Collaboration and Export Control (OICEC) INSTRUCTION

CITI Export Control Training for UCF Learners

NUMBER ECO.INST-5

April 2022

FROM: Office of International Collaboration and Export Control (OICEC)

Subject: Required Collaborative Instructional Training Initiative (CITI) Export Compliance Course for UCF personnel engaging in Export Controlled research activities

References: 4-209 Export Control Policy, training requirements

CITI Program Training Website: <http://citi.research.ucf.edu>

Background: Certain members of the university community engage in activities that are subject to U.S. export control laws, regulations and sanctions. The UCF policy governing university activities subject to these regulations is specified in the Export Control Policy 4-209, that requires the Office of International Collaboration and Export Control (OICEC) to administer university-wide training to affected individuals and university affiliates.

Introduction: Export control training is for all UCF employees and students accessing ITAR controlled technology or 500/600 Series EAR controlled technology prior to accessing the technology and every 2 years thereafter..

Training Requirements: CITI Export Control Training includes the minimum REQUIRED information for UCF employees and students accessing ITAR controlled technology or 500/600 Series EAR controlled technology. Certain courses contain supplemental modules that are optional.

Learners can review and complete training modules at their own pace and pause the learning sessions as necessary. Each module has a quiz at the end for the learner to complete. A cumulative passing score of 80% or higher is required for course completion. The OICEC monitors all individuals required to complete the training. Automated notification from CITI is provided to the OICEC when required training is complete.

Other Training Programs: In addition to the CITI online training, OICEC **will provide training opportunities each semester to the UCF community regarding export control compliance.** Departments and units may request customized training at any time by contacting the OICEC at exportcontrol@ucf.edu or via telephone at 407-823-5005.

INSTRUCTIONS TO CREATE / ACCESS A CITI LEARNER TRAINING ACCOUNT

New and Existing CITI Learner Accounts: This protocol provides an overview of the steps and information required to access an existing CITI UCF Learner account or create a new one.

- 1) Access the UCF-CITI Single Sign On (SSO) at: <http://citi.research.ucf.edu>.
- 2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site. (ref Figure 1).
- 3) Select "Sign-on" for direct access to your CITI Learner account.

If you have an account skip to #6 to add courses.

If you do not have an account, CITI will prompt you to associate your SSO account with a CITI Program account.

- 4) Select, **“I don’t have a CITI Program account and I need to create one”** (ref Figure 2).
- 5) When the “Create a new CITI Program account” box appears, click the blue **“Create a new CITI Program Account”** button (ref Figure 3) and your account will be created and associated with your SSO account.

When the “Welcome” page appears with your name, you are ready to view and add courses by:

- 6) Click the “View Courses” button next to “University of Central Florida” (ref Figure 4).
- 7) - If you did not have an account, add a course by clicking the blue “Add a Course” button in the box under University of Central Florida. (ref figure 5).
 - Learners who have an account may not see this button. Scroll down to the “Learner Tools for University of Central Florida” box and click on “Add a Course.”
- 8) The next page is a series of 15 questions. You will only need to answer question 6 “Export Controls.” Please leave all other questions in this section blank. Question 6 “Export Controls” (ref Figure 6) should be answered based on the following:
 - Select **“Principle Investigators and Researchers”** if you actively engage in the performance of a research activity in a researcher capacity. *
 - Select **“Research Administrators”** if you are an Office of Research, Contract or Sponsored Programs professional, or other department professional affiliated with the research administration process (such as proposal personnel).
 - professional, or other department professional affiliated with the research administration process (such as proposal personnel).
 - Select **“Department Administrator”** if you support operational department, unit, or research center activities (such as visa services, shipping, purchasing, financial administration, administrative services, business management, etc.).
 - Select **“Export Compliance”** only if you are affiliated with legal, compliance or audit.
- 9) Click on submit to complete registration and receive confirmation of registration. (ref Figure 7)
- 10) Click the blue “View Courses” button (ref Figure 7) to reveal your course list which will vary depending on your role determined by Question 6 above (ref Figure 8). Clicking the blue “Start Now” button reveals the Assurance Statement (ref Figure 9).
- 11) Clicking the blue “Submit” button reveals your curriculum (ref Figure 10 showing the screen for PIR).
- 12) Click the “Start” buttons to begin each course.

Principle Investigators and Researchers (PIR) are required to take the 4 required modules as well as 2 of the 5 elective modules. Supplemental Modules are not required for PIR but encouraged when applicable.

Assistance creating an account: If you have an existing account and do not see your training history once logged in, please contact the UCF Office of Research, Research Information Systems Help Desk via email: risservicedesk@ucf.edu or telephone at 407-823-5500 to request that your previous account be linked to your NID.

Figure 1
UCF/CITI Single Sign on (SSO) page to log into CITI:

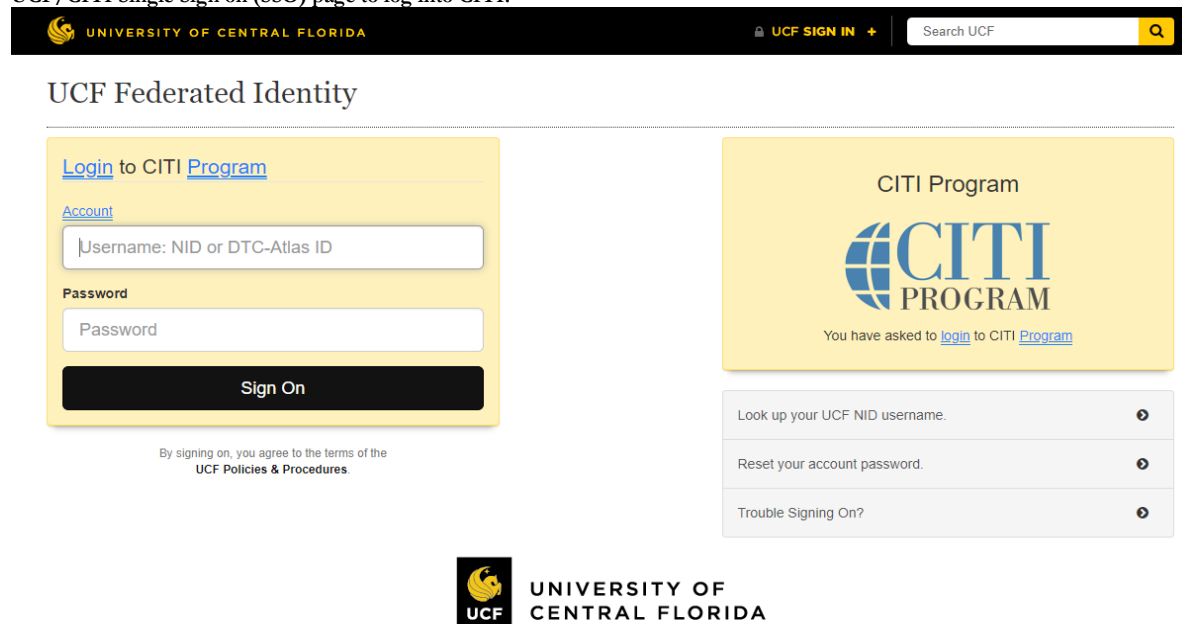


Figure 2

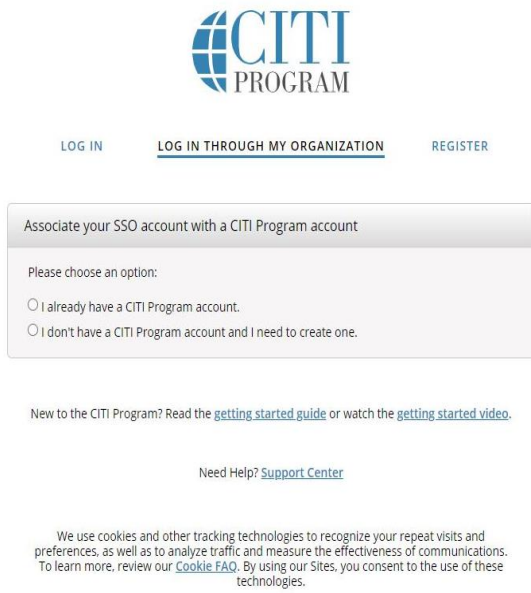


Figure 3

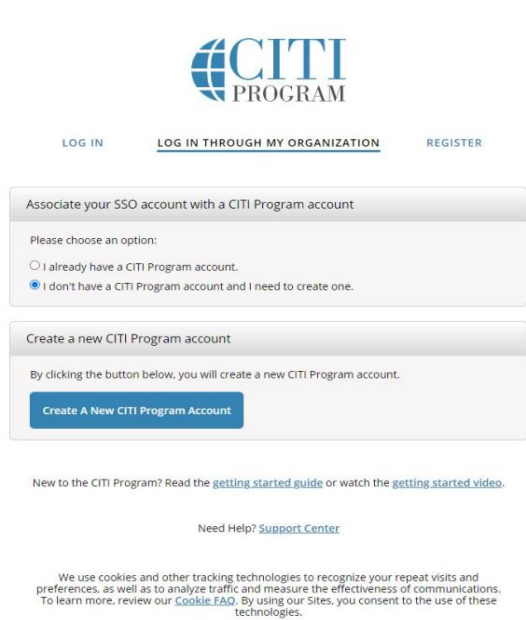


Figure 4

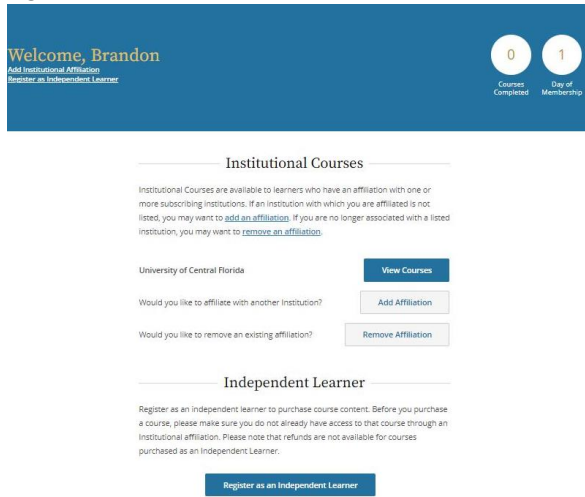


Figure 5

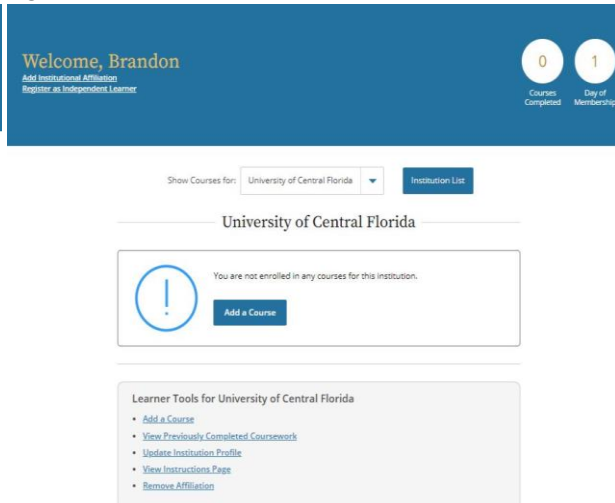


Figure 6



Figure 7



Figure 8

Show Courses for: University of Central Florida Institution List

University of Central Florida

Active Courses [Learner Tools](#)
 You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

University of Central Florida
Principle Investigators & Researchers EC
 Stage 1

0.6 modules completed **Start Now**

Completed Courses [Learner Tools](#)
 You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

Learner Tools for University of Central Florida

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

Figure 9

Assurance Statement

Principle Investigators & Researchers EC - Stage 1

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

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

Recordkeeping: I understand that CITI Program keeps account activity logs, 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

Figure 10

Principle Investigators & Researchers EC
 University of Central Florida

INSTRUCTIONS

- Complete all 8 required modules.
- Complete 2 of 6 elective modules.
- Achieve an overall score of at least 80%.
- All 10 questions related to this course's module requirements.

PROGRESS

0.6 modules completed

SCORE

0%

You have satisfied required or elective modules remaining.

Required Modules

Complete all 4 required modules.

Modules	Completed	Score
Introduction to Export Compliance (ID: 10400)	Incomplete	Start
Export Compliance for Researchers: Part 1 (ID: 10801)	Incomplete	Start
Export Compliance for Researchers: Part 2 (ID: 10802)	Incomplete	Start
Export Compliance and Embargoes (ID: 10818)	Incomplete	Start

Elective Modules

Complete 2 of 6 elective modules.

Modules	Completed	Score
Export Compliance and Sanctions (ID: 10803)	Incomplete	Start
Export Compliance for International Shipping (ID: 10807)	Incomplete	Start
Export Compliance and Financing (ID: 10806)	Incomplete	Start
Export Compliance and International and Foreign Markets (ID: 10805)	Incomplete	Start
Export Compliance and United States Sanctions Programs (ID: 10812)	Incomplete	Start

Supplemental Modules

Modules	Completed	Score
Export Compliance for Research Administration (ID: 10800)	Incomplete	Start
Export Compliance for Operational Requirements (ID: 10804)	Incomplete	Start