**Online Training Instructions**

 The web based training is available at [**www.aalaslearninglibrary.org**](http://www.aalaslearninglibrary.org). This training site offers Free Courses to all public users. Please follow the instructions below to ensure your training is documented.

1. Go to [**www.aalaslearninglibrary.org**](http://www.aalaslearninglibrary.org)

2. To the right of the login area click on the “Try It For FREE!” button

3. Select the course(s) you need and complete it, followed by the final exam

 Level 1 – “Working With the IACUC” non-VA version

 Level 2 – “Working With the IACUC” non-VA version plus

“[Introduction to Research Animal Methodologies](https://www.aalaslearninglibrary.org/demo/courses.asp?strKeyID=F55497F7-22A6-4BD2-A8AB-ADD303E88495-0&Library=10&Track=11&Series=17)” – select all that apply - Mouse, Rat,

 Hamster, Gerbil

 Level 3 – “Working With the IACUC” non-VA version plus

 “[Introduction to Research Animal Methodologies](https://www.aalaslearninglibrary.org/demo/courses.asp?strKeyID=F55497F7-22A6-4BD2-A8AB-ADD303E88495-0&Library=10&Track=11&Series=17)” – select Rabbit and/or Guinea Pig

 Level 4 – “Working With the IACUC” non-VA version plus

 “[Introduction to Research Animal Methodologies](https://www.aalaslearninglibrary.org/demo/courses.asp?strKeyID=F55497F7-22A6-4BD2-A8AB-ADD303E88495-0&Library=10&Track=11&Series=17)” – select Non-Human Primates Courses Level 5 – “Working With the IACUC” non-VA version plus – please schedule video training at FLSC

 Level 6 – “Working With the IACUC” non-VA version plus

 “[Introduction to Research Animal Methodologies](https://www.aalaslearninglibrary.org/demo/courses.asp?strKeyID=F55497F7-22A6-4BD2-A8AB-ADD303E88495-0&Library=10&Track=11&Series=17)” – select Amphibian

4. After selecting the course you will see a screen listing the table of contents for the course. Go to the bottom of the page and select “course”.

5. This will take you to a login screen. Select the option “Continue Without Logging In”

6. You are now at the course index. The course is on the Left side of the screen. Begin the course by selecting “1. Introduction”

7. At the bottom of the page are choices for viewing the page, next lesson, practice questions or final exam.

8. View all lessons.

9. Complete all practice questions – these are the same questions that appear on the final exam AND if you get the practice question wrong you will be informed of the correct answer.

10. Generate the final exam. Read all instructions carefully. Some questions have multiple correct answers.

11. Submit your final exam. You will get instant notification of your score along with Pass/Fail notification.

12. **YOU MUST PRINT or SAVE THE SCREEN IN A WORD DOCUMENT (.doc) OR ABOBE ACROBAT (.pdf) INDICATING YOUR SCORE.**

13. You must send this documentation electronically or in paper copy to

14. You **MUST** include with the documentation: 1.Your Name, Lab/PI where you work, your e-mail address and your employment status (PI, Graduate Student, Post Doc, Undergraduate Student, Summer Employee, Staff, Faculty or Technician).

**Occupational Health Program Instructions**

 The OHP is required for all persons working with animals or animal tissues/fluids. To access the online program available at [**www.nd.edu/~ndflsc/OHP.html**](http://www.nd.edu/~ndflsc/OHP.html) follow the instructions below.

1. Print the Occupational Health Program for your work area either **OHP for FLSC** if you work in Galvin and have access to Freimann Life Science Center or **OHP for RCH** if you work in Raclin-Carmichael Hall and access the animal facility located there.

2. Click the button marked **OHP Slide Show** and view the powerpoint presentation.

3. Print either the **Category A form** or the **Category B** **form** depending on the level of exposure to animals and biohazardous materials.

4. Fill out and submit the form to.

Once documentation has been received for training and OHP you will be in compliance with IACUC requirements for protocol approval.

All questions can be directed to at or ph..