

Online Training and CZAR Access Instructions

A. Please complete ALL 4 of the following steps to receive access to the CZAR.

1. Complete the **IACUC REQUIRED ONLINE COURSES**. (See Section C. below for detailed instructions.) Please save a copy of your transcript as a pdf.
2. Upon completion of the on-line training, send a copy of your transcript to both IACUC@ocm.utah.edu (or FAX to 801-585-5493) AND Maurine Hobbs at mhobbs@cores.utah.edu. This will verify that training has been completed and passed.
3. Set up a time for a 40-45 minute orientation with Maurine (e-mail: mhobbs@cores.utah.edu or phone 585- 1677). Bring your U card with you to your orientation for our files. Be sure you fill out both the "New User Orientation" form and the "OCM Access rules" in Maurine's office to signify you understand and agree to follow their rules
4. Get your finger print "keyed" to your ID at any U card office. You need a 2* number on the back of your U card. If you do not have one, you will need to get a new card.

After all of this is completed, it takes 48-72 hours for your access to be activated.

B. To get access to the Core Research Labs Scheduling system, including the CZAR equipment sign up, please follow these steps:

- 1 For first time users, please have your PI or administrator complete the Work Authorization Form granting you access: https://workauth.cores.utah.edu:3001/-/oncampus?_k=4tar2p
- 2 After they have added you to their account, go to the website: <http://resource.cores.utah.edu> (NOTE: our system is not compatible with Internet Explorer)
- 3 Login with your University of Utah ID & Password (UNID).
- 4 Select the Zebrafish Core, then select the equipment you would like to reserve.
- 5 If you have problems, please call the Core Research Facilities 801-213-2926.

C. ONLINE TRAINING INSTRUCTIONS FROM IACUC:

Anyone who does not understand any part of the training modules or feels that they need training additional to what is being provided should call the U of U Training Coordinator for further help (5-3259). This could include, but is not limited to; laboratory animal procedures, protocol writing, literature searches for alternatives to painful procedures, or any other necessary skill required to care for and work with animals.

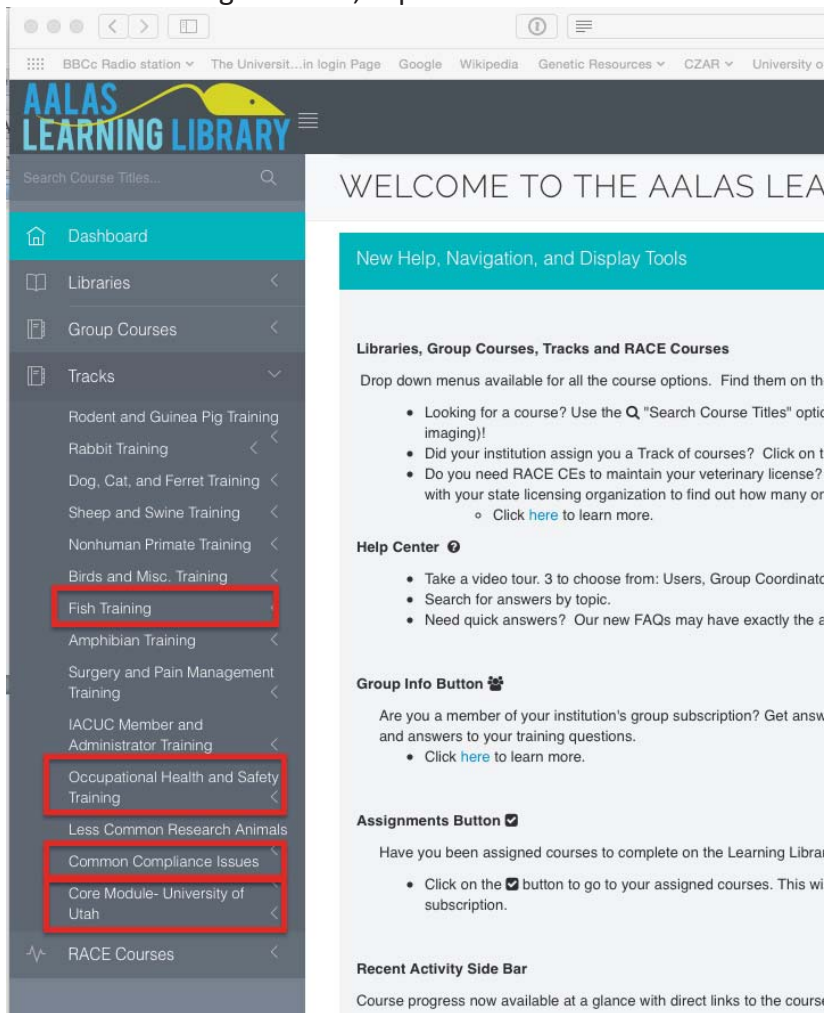
All IACUC on-line training requires that results of the exams be provided to the IACUC office by sending an email to IACUC@ocm.utah.edu or FAX to 801-585-5493. This will verify that training has been completed and passed.

ENROLLMENT

- Go to [AALAS Learning Library](http://www.aalaslearninglibrary.org) (<http://www.aalaslearninglibrary.org>)
- On the home page, click "Enroll Now"
- Enter the access code: **Utah**
- Select "Continue"
- Enter first name and last name and email address

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- Choose a username and password; please keep a record of this login for later use. The password must have 8 characters, and no spaces can be used between words. PLEASE NOTE: if you forget your username and or password please use the "forgot username or password?" link, which is adjacent to the login area. This utility will email your username and password to you. The U of U Training Coordinator also has access to your username and password for this web site only.
- Select "Continue"
- Enter your contact information as requested. Please make sure that your U of U email address is correct. Email addresses may be used to send updates concerning the Occupational Health and Safety Program and general animal use training updates.
- Select "Continue" and verify and print your personal information for later use
- To find training modules, expand the "Tracks" menu item on the left hand side of the page.



- **Everyone MUST complete these four courses:**

1. Occupational Health and Safety Training course,

2. Core Training Course,

3. Common Compliance Course

4. Fish Training (two modules).

TRAINING

COURSES: At the bottom of each course page, start the course by clicking on "course"

1. **Occupational Health and Safety Training Course** - Select the "Occupational Health and Safety" and complete the course modules. Send the results of the exam to IACUC@ocm.utah.edu or fax 801-585-5493. This is a required course of all personnel working with animals at the U of U.

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- Please Note:** Completing the online "Occupational Health and Safety Training" course documents that you have read and are aware of the potential risk associated with working with animals and that you have the opportunity to enroll in a limited preventative occupational health program with the University of Utah healthcare provider (paid by the IACUC). The IACUC highly recommends that you take advantage of this free limited preventative healthcare program.
- To enroll with the U of U sponsored healthcare provider, [Click here \(http://iacuc.utah.edu\)](http://iacuc.utah.edu) and look under the **Occ. Health** tab at the top of the page. Read the instructions and fill out the occupational health forms and submit.
- Core Training Courses** - The course goes over all the regulations and policies of the Federal Government and University of Utah. It provides information on humane care and use of laboratory animals.
- Species Specific Training Courses** - Select the animal species that you will be working with and complete the course and exam for that species. Send the results of the exam to IACUC@ocm.utah.edu or fax to 801-585-5493.

NOTE: Please save a copy of your transcript to either e-mail to Maurine Hobbs at mhobbs@cores.utah.edu, or bring a copy to your orientation with Maurine.

- Common Compliance Issues Course-** This course teaches the reasons of why laboratories do not stay in compliance. It also provides directions on ways to stay in compliance and how easy it is to do so.

Saving your transcript:

Once you have completed all of the required training modules, click on your name in the upper right hand corner of the AALAS home page and select the "My Transcript" option. To save a copy of your transcript, click on the PDF icon just to the left of "Course" in the title bar of the transcript page. Chose where to save this PDF file and then email a copy to IACUC@ocm.utah.edu (or FAX to 801-585-5493) AND Maurine Hobbs at mhobbs@cores.utah.edu.

Because web sites change on a regular basis, please send Maurine any updates or suggestions you may have for improving this document. Thank you for completing the online training. I look forward to meeting you soon.

Maurine Hobbs
801-585-1677
mhobbs@cores.utah.edu.