Introduction
Research staff can complete web-based training modules and enroll in instructor-led courses using the Harvard Training Portal (HTP).

Trainings required for HCCM Facility Access are restricted; therefore, Principal Investigators or their designee (i.e. Lab Manager) must first register new users to the “Working with the IACUC (FAS and HMS)” web-based training. Once registered for this course, all other required courses for HCCM facility access become available. If you require assistance, please email hccmtraining@hms.harvard.edu.

- **Required Training**
- **Facility Access**
- **Accessing Assigned Trainings, Method 1: Email Notification Links**
- **Accessing Assigned Trainings, Method 2: From the HTP**

### Required Training

<table>
<thead>
<tr>
<th>Applicable User</th>
<th>HTP Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>All animal users</td>
<td>● Working with the IACUC (FAS and HMS)</td>
</tr>
</tbody>
</table>
| Mammal or bird users | ● Working with BL2-N Infectious Agents in Animals (HMS)  
● Safe Use of Toxic and Hazardous Materials in Animals (HMS) |
| Rodent users (Required for access to animal facilities) | ● HCCM Cage Based Rodent Records and Necessary Forms (HMS)  
● HCCM Facility Orientation Primer (HMS) |
| Users performing survival surgery on rodents | ● Survival Rodent Surgery (ILT- HMS)  
( Instructor-led; register to schedule) |
| Users working with USDA-covered species | ● USDA Medical Records (ILT- HMS)  
( Instructor-led; register to schedule) |
| Non-human primate users | ● Working Safely with Non-Human Primates (HMS) |
| Aquatic users | ● Introduction to Zebrafish (HMS)  
( Required for fish users)  
● Working with the Laboratory Xenopus (HMS)  
( Required for Xenopus users) |

### Facility Access
All users requiring access to an HCCM facility must submit a Facility Access Request to schedule a facility orientation, after completing all applicable required training listed above and addition to the IACUC protocol.
Accessing Assigned Trainings in the HTP

Method 1: Email Notification Links
When you are registered for a training, the HTP site will automatically send you an email notification with a direct link to the course. Select the link in the email or copy and paste the URL into your web browser and select **Launch**.

This will begin the course.

Method 2: From the HTP
1. Log in to the [Harvard Training Portal](#) using your Harvard Key and select the **Me** tab

   ![Harvard Training Portal](#)
2. By default, the user’s “My Plan” page opens. Any course that the user is enrolled in will appear under “Learning & Certifications.”

3. Under ‘Actions’, select Launch to open the course. Select View Classes to view the course’s schedule and/or enroll in courses that are pending registration.