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>
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<tbody>
<tr>
<td>All animal users</td>
<td>• <a href="mailto:workingwithiacuc@hms.harvard.edu">Working with the IACUC (FAS and HMS)</a></td>
</tr>
</tbody>
</table>
| Mammal or bird users | • [Working with BL2-N Infectious Agents in Animals (HMS)](mailto:workingwithbl2n@hms.harvard.edu)  
• [Safe Use of Toxic and Hazardous Materials in Animals (HMS)](mailto:safeuseoftoxic@hms.harvard.edu) |
| Rodent users (Required for access to animal facilities) | • [HCCM Cage Based Rodent Records and Necessary Forms (HMS)](mailto:hccmcagebasedrodents@hms.harvard.edu)  
• [HCCM Facility Orientation Primer (HMS)](mailto:hccmfacilityorientation@hms.harvard.edu)  
• [Rodent Euthanasia and Compassion Fatigue (HMS)](mailto:rodenoteuthanasia@hms.harvard.edu) |
| Users performing survival surgery on rodents | • [HCCM Rodent Surgery (Blended- HMS)](mailto:hccmrodentsurgery@hms.harvard.edu)  
(Web-based module followed by instructor-led session) |
| Users working with USDA-covered species | • [USDA Medical Records (ILT- HMS)](mailto:usdamedicalrecords@hms.harvard.edu)  
(Instructor-led; register to schedule) |
| Non-human primate users | • [Working Safely with Non-Human Primates (HMS)](mailto:workingwithnphp@hms.harvard.edu) |
| Aquatic users | • [Introduction to Zebrafish (HMS)](mailto:introductiontozebrafish@hms.harvard.edu)  
(Required for fish users)  
• [Working with the Laboratory Xenopus (HMS)](mailto:workingxenopus@hms.harvard.edu)  
(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]

What's that pop-up on the bottom right? 
Over the next two weeks, we are using a polling tool to collect feedback from you. This data is being collected from several other Harvard I understanding of the user community and the systems they use at the University. If you have a moment, take the poll - it will stop displaying.
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.