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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<tr>
<td>All animal users</td>
<td>- Working with the IACUC (FAS and HMS)</td>
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| 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 | - HCCM Rodent Surgery (Blended- HMS)  
(Web-based module followed by instructor-led session) |
| 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
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.