

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.

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- [Facility Access](#)
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Required Training

Applicable User	HTP Course
All animal users	<ul style="list-style-type: none"> • Working with the IACUC (FAS and HMS)
Mammal or bird users	<ul style="list-style-type: none"> • Working with BL2-N Infectious Agents in Animals (HMS) • Safe Use of Toxic and Hazardous Materials in Animals (HMS)
Rodent users <i>(Required for access to animal facilities)</i>	<ul style="list-style-type: none"> • HCCM Cage Based Rodent Records and Necessary Forms (HMS) • HCCM Facility Orientation Primer (HMS)
Users performing survival surgery on rodents	<ul style="list-style-type: none"> • HCCM Rodent Surgery (Blended- HMS) <i>(Web-based module followed by instructor-led session)</i>
Users working with USDA-covered species	<ul style="list-style-type: none"> • USDA Medical Records (ILT- HMS) <i>(Instructor-led; register to schedule)</i>
Non-human primate users	<ul style="list-style-type: none"> • Working Safely with Non-Human Primates (HMS)
Aquatic users	<ul style="list-style-type: none"> • Introduction to Zebrafish (HMS) <i>(Required for fish users)</i> • Working with the Laboratory Xenopus (HMS) <i>(Required for Xenopus users)</i>

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

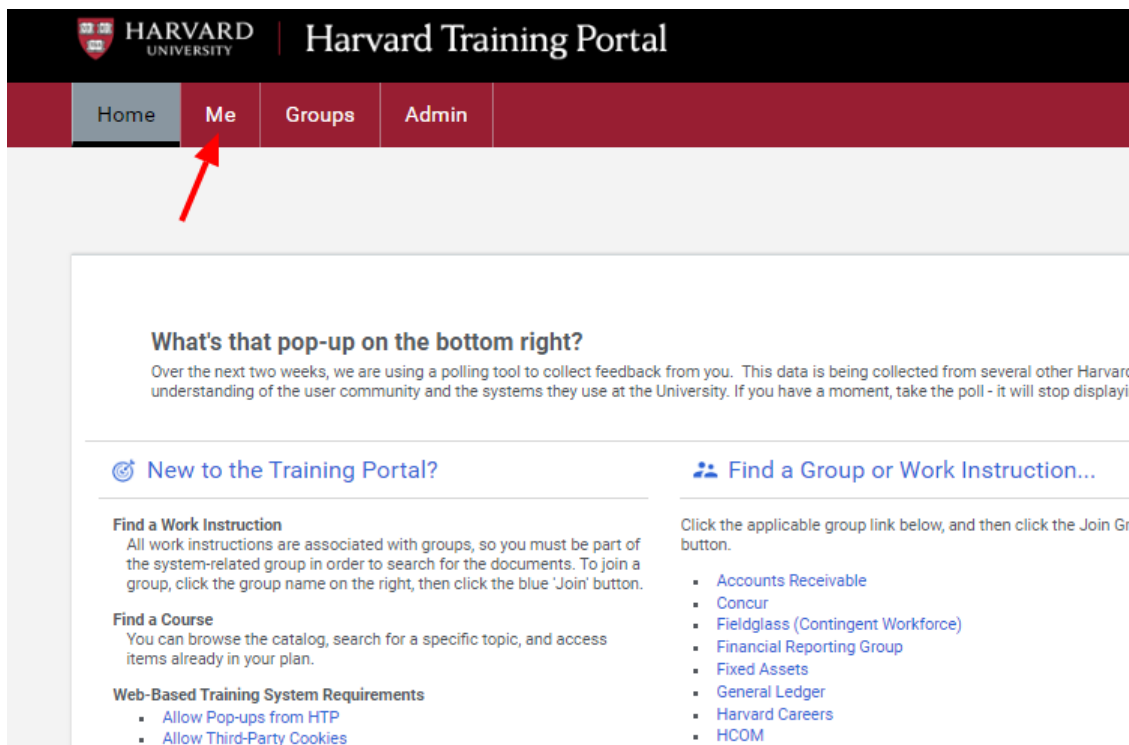
Method 1: Email Notification Links

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 UNIVERSITY | Harvard Training Portal

Home Me Groups Admin

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

[New to the Training Portal?](#)

Find a Work Instruction
All work instructions are associated with groups, so you must be part of the system-related group in order to search for the documents. To join a group, click the group name on the right, then click the blue 'Join' button.

Find a Course
You can browse the catalog, search for a specific topic, and access items already in your plan.

Web-Based Training System Requirements

- Allow Pop-ups from HTP
- Allow Third-Party Cookies

Find a Group or Work Instruction...

Click the applicable group link below, and then click the Join Gro button.

- [Accounts Receivable](#)
- [Concur](#)
- [Fieldglass \(Contingent Workforce\)](#)
- [Financial Reporting Group](#)
- [Fixed Assets](#)
- [General Ledger](#)
- [Harvard Careers](#)
- [HCOM](#)

2. By default, the user’s “My Plan” page opens. Any course that the user is enrolled in will appear under “Learning & Certifications.”

The screenshot shows the 'My Plan' page. On the left sidebar, the 'Plan' button is circled in red. The main content area has a 'My Plan' header with an 'ACTIONS' dropdown. Below this is a 'Learning & Certifications' section with a progress chart showing 28 completed and 2 in progress items. A table below lists courses:

NAME	PROGRESS	DUE	ACTIONS
HCCM Facility Orientation - SPH (HMS) Course Version:1 Web-Based Source : Joshua Springer	IN PROGRESS	06-AUG-2018 6 days remaining	LAUNCH
User Experience (UX) Foundations (IT) Course Version:1 Instructor-Led Location: Cambridge Start date: 16-OCT-2018	REGISTERED	17-OCT-2018 78 days remaining	VIEW SUMMARY

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.

The screenshot shows a close-up of the 'Learning & Certifications' table. A red arrow points to the 'LAUNCH' button for the 'HCCM Facility Orientation - SPH (HMS)' course. The table also includes a 'Working with Laboratory Xenopus (HMS)' course with a 'VIEW CLASSES' button.

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User Experience (UX) Foundations (IT) Course Version:1 Instructor-Led Location: Cambridge Start date: 16-OCT-2018	REGISTERED	17-OCT-2018 78 days remaining	VIEW SUMMARY
Working with Laboratory Xenopus (HMS) Recurring Course Version:1 Source : Joshua Springer	PENDING REGISTRATION	-----	VIEW CLASSES