

## Introduction

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

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

Applicable User	HTP Course
All animal users	<ul style="list-style-type: none"> <li>• <a href="#">Working with the IACUC</a></li> </ul>
Mammal or bird users	<ul style="list-style-type: none"> <li>• <a href="#">Working with BL2-N Infectious Agents in Animals</a></li> <li>• <a href="#">Safe Use of Toxic and Hazardous Materials</a></li> </ul>
Rodent users (Required for access to animal facilities)	<ul style="list-style-type: none"> <li>• <a href="#">HCCM Cage-based Rodent Records and Necessary Forms</a></li> <li>• <a href="#">HCCM Facility Orientation Primer (HMS)</a></li> </ul>
Users performing survival surgery on rodents	<ul style="list-style-type: none"> <li>• <a href="#">Survival Rodent Surgery (ILT- HMS)</a> <i>(Instructor-led; register to schedule)</i></li> </ul>
Users working with <a href="#">USDA-covered species</a>	<ul style="list-style-type: none"> <li>• USDA Medical Records (ILT- HMS) <i>(Instructor-led; e-mail <a href="mailto:hccmtraining@hms.harvard.edu">hccmtraining@hms.harvard.edu</a>)</i></li> </ul>
Non-human primate users	<ul style="list-style-type: none"> <li>• <a href="#">Working Safely with Non-human Primates</a></li> </ul>
Aquatic users	<ul style="list-style-type: none"> <li>• <a href="#">Introduction to Zebrafish (HMS)</a> <i>(Required for fish users)</i></li> <li>• <a href="#">Working with the Laboratory Xenopus</a> <i>(Required for Xenopus users)</i></li> </ul>

## 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 HTP

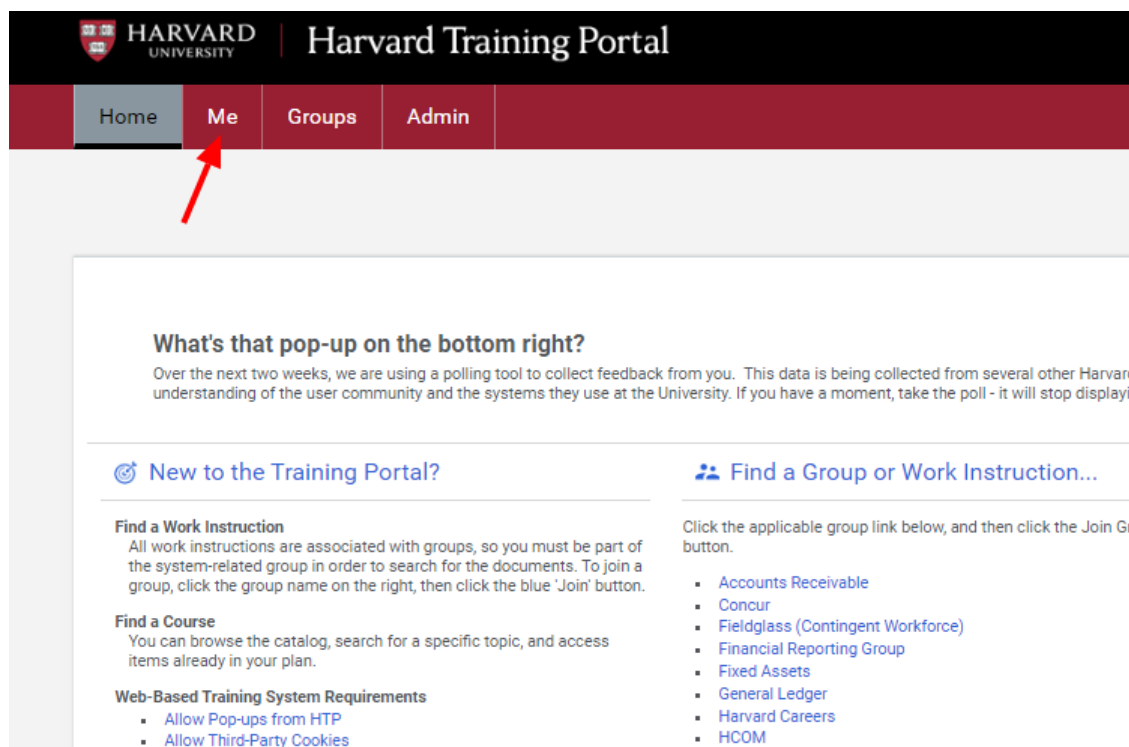
### Method 1: Email Notification Links

When you are registered for a training, the Harvard Training Portal will automatically send you an email notification with a direct link to the course. Click the link in the email or copy and paste the URL into your web browser and click **Launch**.

This will begin the course.

### Method 2: From the HTP

1. Log in to the [Harvard Training Portal](#) using your Harvard Key and click on the **Me** tab



**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**

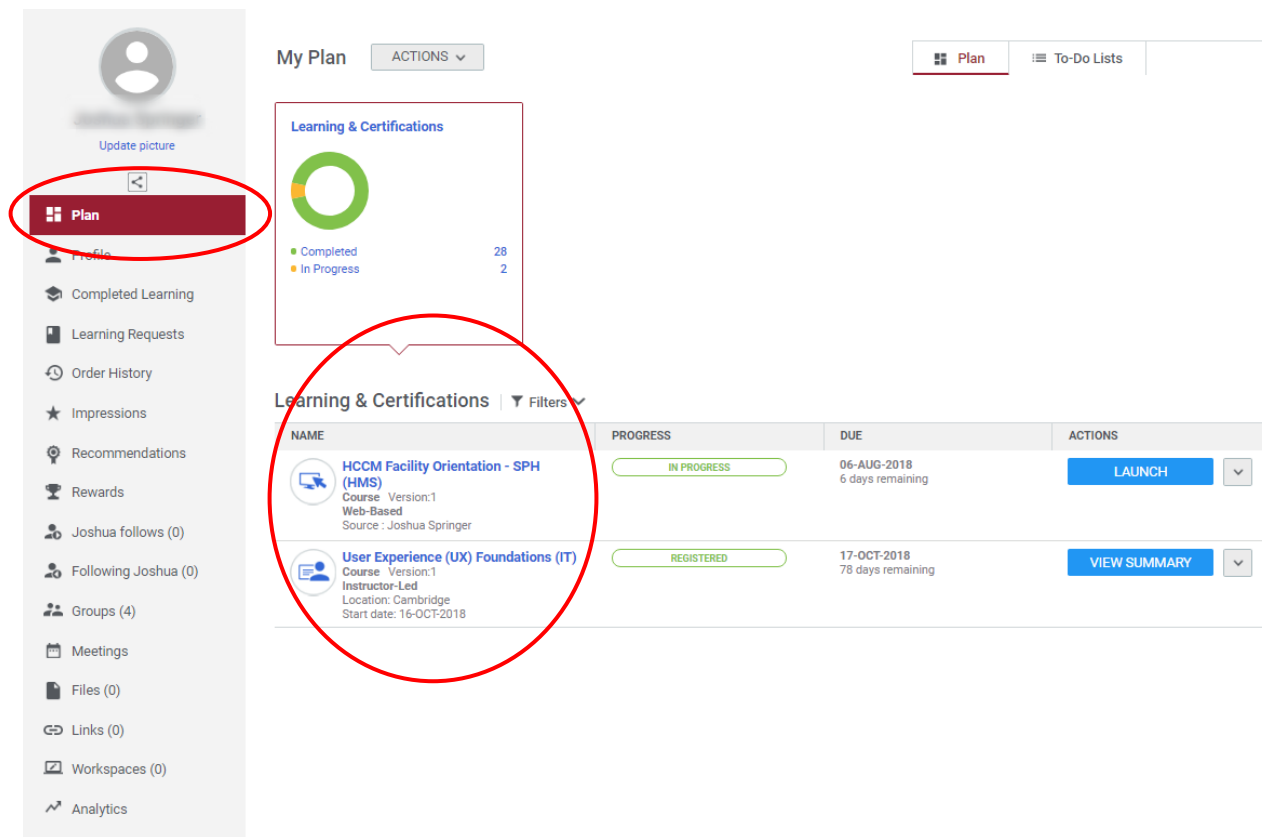
- Allow Pop-ups from HTP
- Allow Third-Party Cookies

**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.”



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

