

Instructions for VA's On-Line Training Site

Instructions are numbered 1-9 and appear in bold and italics.

1) The images shown below depict what you will see when you login to:
<https://www.researchtraining.org/courseandexam/>

2) Most will be "New Users"

Web Courses and Exams- Entry Point for New and Registered Users

Some portions of the site cannot be viewed without the latest versions of Microsoft Internet Explorer or Netscape. [Click here](#) to download Microsoft Internet Explorer 6. [Click here](#) to download Netscape 6.2.

[Click here](#) if you are a **registered** user.

[Click here](#) if you are a **new** user and have not been through the registration process before.

[Click here](#) if you forgot your username.

[Click here](#) if you forgot your password.

If you would like to download a PowerPoint tutorial that will show you how to register, [click here](#).

3) Enter your FAMU email address as a Username and a password you can remember.

New User Registration- Select Username and Password

1. Please choose a **username (we recommend using your e-mail address)** and enter it below. **Note-** the username must consist of **4 to 50 letters, numbers, and the symbols, "@", ".", "_", and "-" with no spaces or other characters**. The username is not case sensitive - upper and lower case letters are read the same. For instance, "A12B34CD" is the same as "a12b34cd".

Your Choice of a Username:

2. Now choose a **password** consisting of **8 to 12 letters or digits with no spaces or other characters** and enter it below.

Your Choice of a Password:

3.

4) IMPORTANT – Select “Link your record to Institution”. If you do not, the Compliance Office will not be able to "Verify" your completion of exam.

New User Registration - Linking Your Records to Your Institution

Congratulations! Your username and password are now active. You may access all VA and non-VA courses and exams not customized for individual institutions.

At this point you may choose to remain a **Public** user or you may link your records to **your institution** if it is registered with ResearchTraining.org. **By linking to your institution, you will be able to take any custom courses for your institution and your administrators will be able to see your exam records and document your participation in the training.**

If you choose to remain a public user, remember that your institution's administrators will not be able to see your exam records to document your participation in the training. However, you may link to your institution any time in the future by choosing the “**Change Institutional Affiliation**” option on the Main Menu once you complete the login process.

To continue, select one of the following options:

I want to link my records to my institution.

I want to remain a public user.

5) Select Florida A&M University

New User Registration - Select Institution

To link to an institution, click on the drop-down menu below and look for the name of your institution.

1. If your institution is on the list, click on the name to select it then click the button labelled “I have selected my institution.”

2. If your institution is NOT on the list, click the button labelled "My Institution is not listed." *Your institution may still be registered with the site!*

Institutions:

Cold Spring Harbor Laboratory	▲
Colorado State University	
David Grant Medical Center, Travis AFB	
Eastern Illinois University	
Eastern Tennessee State University	
Eastern Washington University	
Explora BioLabs	
Florida A&M University	▼

I have selected my institution.

My Institution is not listed.

6) Enter your name, Social Security Number and email address.

User Information

The following information is used to document your participation in the Research Training program. All fields are required and must be completed to enter the exam site. If you do not complete this form, the username and password you selected will not be added to the database. To enter the exam site again you will need to use the institution password provided by your IACUC administrator. **If your institution's IACUC administrator decides to collect additional information, you will be routed to this page after logging in if your record does not include the new information.**

When finished, click the "Submit" button located at the [bottom of the page](#).

First Name:

Last Name:

SS# (last 4 digits):

E-mail Address:

Institution: Florida A&M University

7) Congratulations: Now you will be presented with the Main Menu - SELECT "Courses Menu"

Welcome, John Smith - Florida A&M University

Main Menu

[Courses Menu](#)

[Change Password and Username](#)

[Update user information \(name, occupation, address, etc.\)](#)

[Change Institutional Affiliation](#)

[Log Off](#)

8) Select the either Level 1 or Level 2 - READ all instructions at right and on "Welcome Screen"

LEVEL 1: Basic Course for Principal Investigators, Undergraduate, Graduate Students, Laboratory Staff Personnel and Animal Care Staff:

LEVEL 2: Essentials to FAMU IACUC Members (Animal Research Committee):

9) Take Course, Complete Exam and Print a Copy of your Certificate.
