

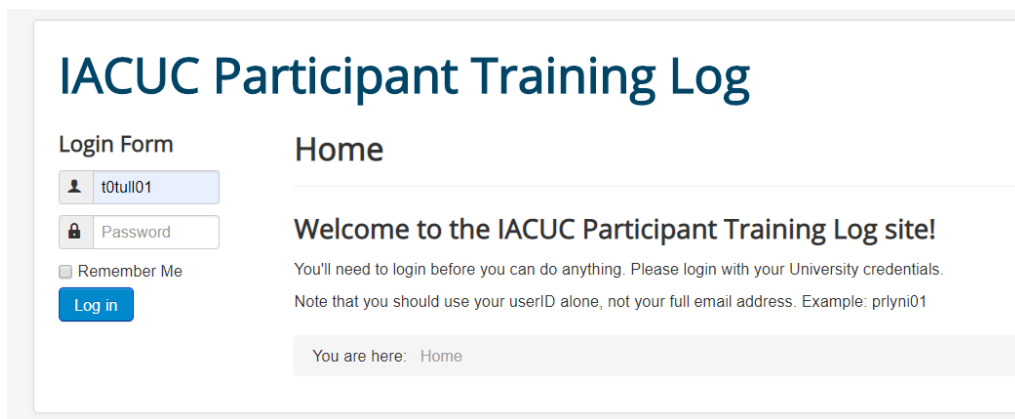
Assigning a Reviewer or Editor to your IACUC Participant Training Log

Users can assign access that allows other individuals to view or edit their IACUC Participant Training Log. Below are the steps to assign viewing/editing privileges; the owner of the training log must sign in and assign any privileges. **Note:** You will need to know the User ID (e.g., t0tull01) of any individuals you are assigning access to.

1. Log in to your IACUC Participant Training Log using your UofL credentials:

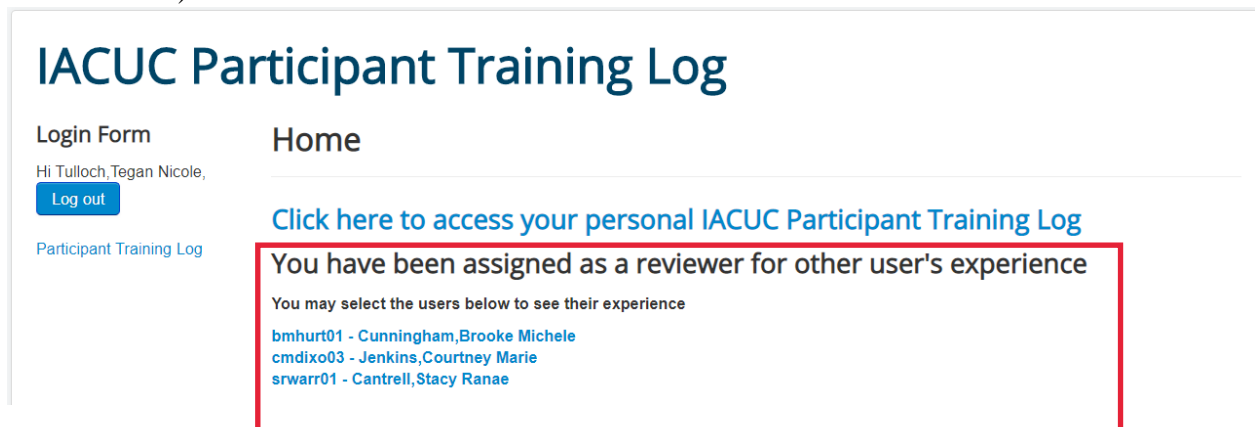
<https://iacuc.traininglog.louisville.edu/>

Note: if you have issues logging in and recently changed your password, try using your old password.



The screenshot shows the login page for the IACUC Participant Training Log. The page title is "IACUC Participant Training Log". On the left, there is a "Login Form" with a text input field containing "t0tull01", a password input field, a "Remember Me" checkbox, and a blue "Log in" button. On the right, the "Home" section displays a welcome message: "Welcome to the IACUC Participant Training Log site!". Below this, it states: "You'll need to login before you can do anything. Please login with your University credentials. Note that you should use your userID alone, not your full email address. Example: prlyni01". At the bottom, a breadcrumb trail shows "You are here: Home".

2. Individuals who have assigned you access to their training logs will now be listed on your home page when you log in. Click on the individual's name to access their log; if you have been assigned as an editor, you will be able to enter information in their log (be sure to click save!).



The screenshot shows the home page of the IACUC Participant Training Log after a user has logged in. The page title is "IACUC Participant Training Log". On the left, the "Login Form" section shows the user is logged in as "Hi Tulloch, Tegan Nicole," with a blue "Log out" button. Below this, it says "Participant Training Log". On the right, the "Home" section features a blue link: "Click here to access your personal IACUC Participant Training Log". Below this link, a red-bordered box contains the following text: "You have been assigned as a reviewer for other user's experience". Underneath, it says "You may select the users below to see their experience" and lists three users: "bmhurt01 - Cunningham, Brooke Michele", "cmdixo03 - Jenkins, Courtney Marie", and "srwarr01 - Cantrell, Stacy Ranae".

- To assign privileges to your own log, select “Click here to access your personal IACUC Participant Training Log.”

IACUC Participant Training Log

Login Form **Home**

Hi Tulloch, Tegan Nicole,
Log out

→ [Click here to access your personal IACUC Participant Training Log](#)

[Participant Training Log](#)

You have been assigned as a reviewer for other user's experience

You may select the users below to see their experience

[bmhurt01 - Cunningham, Brooke Michele](#)
[cmdixo03 - Jenkins, Courtney Marie](#)
[srwarr01 - Cantrell, Stacy Ranae](#)

- Enter the UofL User ID under “Reviewer UserID” for any individual you would like to access your training log. Click “Add a row” to assign multiple people.

IACUC Participant Training Log

Login Form [Download a Copy](#)

Hi Tulloch, Tegan Nicole,
Log out

[Participant Training Log](#)

UofL ID or Username: t0tull01
Name: Tulloch, Tegan Nicole

Reviewer UserID	Can Make Edits
<input type="text" value="srwarr01"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No ✘
<input type="text" value="bmhurt01"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No ✘
Add a row	

LEGACY -- Describe Prior Experience of Procedural Training

- If you would like to allow editing privileges, check “Yes” under **Can Make Edits**. If you check no, they will be able to view your log but not make any changes.

IACUC Participant Training Log

Login Form [Download a Copy](#)

Hi Tulloch, Tegan Nicole,
Log out

[Participant Training Log](#)

UofL ID or Username: t0tull01
Name: Tulloch, Tegan Nicole

Reviewer UserID	Can Make Edits
<input type="text" value="srwarr01"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No ✘
<input type="text" value="bmhurt01"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No ✘
Add a row	

LEGACY -- Describe Prior Experience of Procedural Training

6. Click “Save” to confirm your changes.

IACUC Participant Training Log

Login Form Download a Copy

Hi Tulloch, Tegan Nicole, UofL ID or Username: t0tul01
Log out Name: Tulloch, Tegan Nicole

Participant Training Log

Reviewer UserID	Can Make Edits
<input type="text" value="srwarr01"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No ✖
<input type="text" value="bmhurt01"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No ✖

Add a row

LEGACY -- Describe Prior Experience of Procedural Training

Procedure	Species	Amount of Experience/How Proficiency was Determined
<input type="text" value="Blood collection via cardiac puncture"/>	<input type="text" value="Rat"/>	<input type="text" value="Number of (observations of procedure, practices with observation by trainer, performing"/>

Add a row

Save

Note: The fields in the training log have been updated. All prior information entered into your log is saved under “Legacy – Describe Prior Experience...” and is not editable.

New users should record all prior training in the new table fields, and update the fields any time new experience is obtained.

Procedure	Species	Amount of Experience/How Proficiency was Determined
<input type="text" value="IP injection"/>	<input type="text" value="Rat"/>	<input type="text" value="Attended Level III Training in March 2015"/>

Add a row

Save