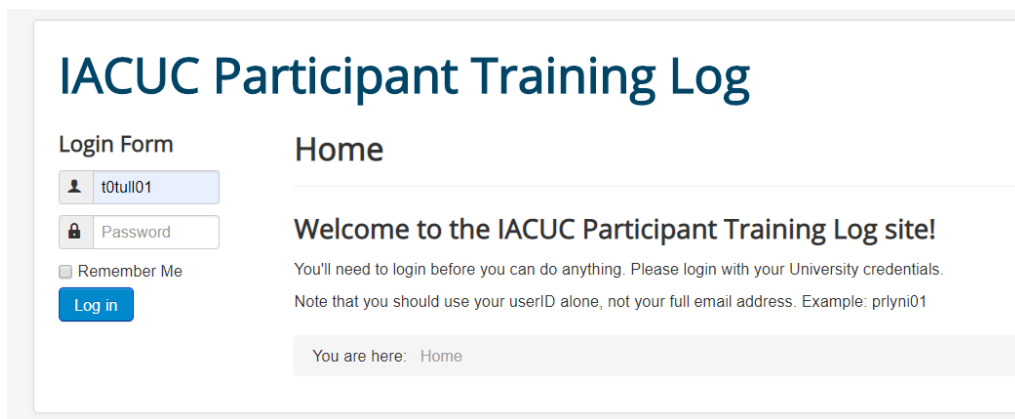# Assigning a Reviewer or Editor to your IACUC Participant Training Log

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.

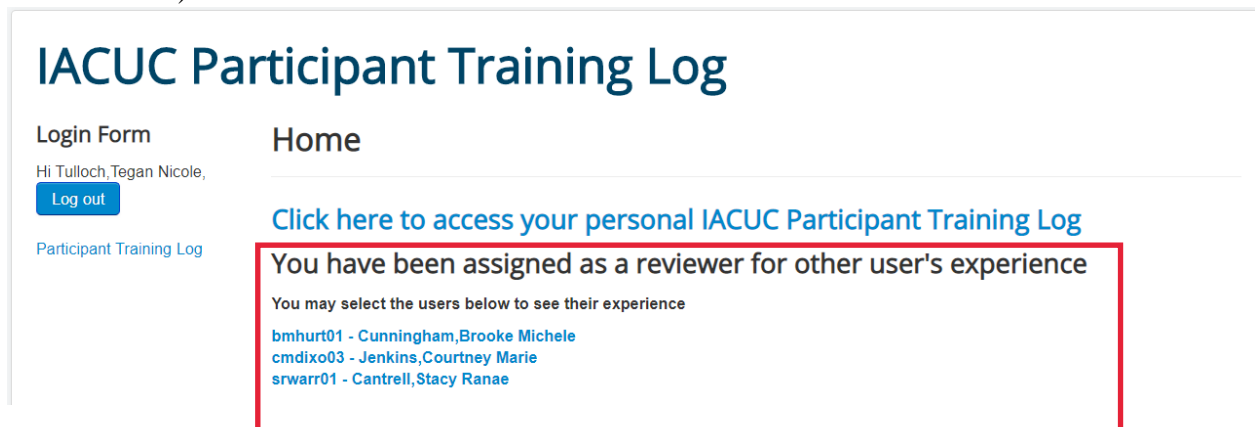1. Log in to your IACUC Participant Training Log using your UofL credentials: https://iacuc.traininglog.louisville.edu/
   Note: if you have issues logging in and recently changed your password, try using your old password.

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!).

3. To assign privileges to your own log, select "Click here to access your personal IACUC Participant Training Log."

IACUC Participant Training Log

Login Form

Hi Tulloch,Tegan Nicole,

Log out

Participant Training Log

Home

→ Click here to access your personal IACUC 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

4. 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

Hi Tulloch,Tegan Nicole,

Log out

Participant Training Log

Download a Copy

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

Reviewer UserID	Can Make Edits	
srwarr01	○Yes◉No	✖
bmhurt01	○Yes◉No	✖
Add a row		

LEGACY -- Describe Prior Experience of Procedural Training

5. 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

Hi Tulloch,Tegan Nicole,

Log out

Participant Training Log

Download a Copy

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

Reviewer UserID	Can Make Edits	
srwarr01	◉Yes○No	✖
bmhurt01	◉Yes○No	✖
Add a row		

LEGACY -- Describe Prior Experience of Procedural Training

6. Click "Save" to confirm your changes.

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.