**Manage Training Courses and Tracking (Admin) Work Instructions**

**Work Instructions:**

The IACUC system can help you track and manage training. You must have the user role of Training Coordinator to perform the following activities:

* Add training courses into the IACUC system.
* Upon course completion, update the course with the list of attendees that took the course.
* Inactivate courses that are no longer active or valid.
* Tracking training deadlines.

**Adding a Training Course**

1. Log into Click Portal.
2. Click the **IACUC** tab at the top.
3. Click the **Training** link on the left.
4. Click the **Create Course** button.
5. Complete the SmartForm, then click **Finish**.

**Recording Course Completion**

1. Log into Click Portal.
2. Click the **IACUC** tab at the top.
3. Click the **Training** link on the left.
4. On the Courses tab, click the name of the course to open it.
5. Click **Record Course Completion** on the left.
6. Click **Add** and select the people who completed the course. Complete the optional course completion details.
7. Click **OK**.

**To remove a person from a course:**

1. Log into Click Portal.
2. Click the **IACUC** tab at the top.
3. Click the **Training** link on the left.
4. On the Courses tab, click the name of the course to open it.
5. Click **Remove Course Completion** on the left.
6. Click **Add** and select the person you want to remove from the course completion.
7. Click **OK**.

**Inactivating a Course**

If a course is no longer active or valid, you can inactivate it. Once inactivated, you can no longer record researchers and IACUC members as having completed the course.

1. Log into Click Portal.
2. Click the **IACUC** tab at the top.
3. Click the **Training** link on the left.
4. On the Courses tab, click the name of the course to open it.
5. Click **Discontinue Course** on the left.
6. In the Comments box, type your reasons for inactivating the course.
7. Click **OK**.

**Identifying Training Deadlines**

The IACUC system has standard training reports that show training courses that have expired and training courses due to expire in 90 days.

**Generating Reports**

1. Log into Click Portal.
2. Click the **IACUC** tab at the top.
3. Click the **Reports** link on the left.
4. In the Standard Reports tab, click on report name, either **Training Courses Due to Expire**, or **Training Courses That Have Expired**.