**Manage Training Courses and Tracking**

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

**Work Instructions: Add a Training Course**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Training** link.
3. Click the **Create Course** button.
4. Complete the **SmartForms**, paying special attention to the fields listed below.

**Note:** *Required fields are marked with an asterisk (\*).*

**Basic Information**

* **Question 1 - Enter a Course Name**
Enter a descriptive name for the course.

**Course Details**

* **Question 1 – Training Stage**
Click the Select button, and indicate whether the course is a Basic or Refresher Course. Then click OK.
1. Once all necessary fields have been completed, click the **Finish** button. You will be taken to the course’s workspace.

**Work Instructions: Record Course Completion**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Training** link.
3. On the **Courses** tab, click the **Name** of the appropriate **Course**.
4. Under **My Current Actions**, click **Record Course Completion**.
5. Complete the **SmartForm**.

**Note:** *Required fields are marked with an asterisk (\*).*
* Click the **Add** button to select the individuals who successfully completed the **Course**
	+ Click the **Select** button, and enter the individual’s **Last Name**.
	+ Click the **Go** button.
	+ Select the appropriate person, and then click **OK**.

**Note**: *It is possible to select multiple people at once.*

* Click the calendar icon ( ) to enter a **Completion Date**.
* Click the calendar icon ( ) to enter a **Expiration Date**.
* Include **Comments** and **Supporting Documents**, if needed. Click the **OK** button.

**Work Instructions: Remove a Course Participant**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Training** link.
3. On the **Courses** tab, click the **Name** of the appropriate **Course**.
4. Under **My Current Actions**, click **Remove Course Completion**.
5. Complete the **SmartForm.**

**Note:** *Required fields are marked with an asterisk (\*).*

* Click the **Add** button to select the individuals who did not successfully complete the **Course**
	+ Click the **Select** button, and enter the individual’s **Last Name**.
	+ Click the **Go** button.
	+ Select the appropriate person, and then click **OK**.

**Note**: *It is possible to select multiple people at once.*

* + Include **Comments** and **Supporting Documents**, if needed. Click the **OK** button.

**Work Instructions: Inactivate a Course**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Training** link.
3. On the **Courses** tab, click the **Name** of the appropriate **Course**.
4. Under **My Current Actions**, click **Remove Course Completion**.
5. Enter **Comments** and **Supporting Documents**, if needed.
6. Click the **OK** button.

**Work Instructions: Identify Expired Courses**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Reports** link.
3. Locate the ***Training Courses Due to Expire*** and/ or the ***Training Courses That Have Expired*** reports on the Standard Reports tab.
4. Click the **Name** of the report to see a list of **Courses** that are close to, or have already expired.