Getting Started

ALL ANIMAL USERS

The following sections outline how a researcher and/or their study personnel would obtain access to the online system.

If you have never used the online system or you are unsure of how to use it, the Research Ethics Office website has video tutorials and help documents that show how to navigate and do various functions in the system.

Step 1: Possess an Active University CCID

An active University CCID and password is needed or you will not be able to access the online system.

1. If you do not already have a CCID, or it is not active:
   a. Faculty: contact your Department.
   b. Study coordinators and research staff: contact the home Department of your PI or supervisor to obtain a CCID if you do not already have one or to re-activate your CCID if it is not active.
   c. External ethics applicants: contact reoffice@ualberta.ca to request a Guest CCID or to extend your Guest CCID if it has expired. Be sure to include why you need the Guest CCID.

2. Processing a CCID request or re-activation takes on average 1-2 full business days after you change the temporary CCID password to one of your choosing.
   a. Please be aware that:
      i. The process can take up to 5-7 full business days.
      ii. This process is not under the control of the system administrator.

3. If you try to log in to the online system and receive a message that your CCID is not valid, then your CCID request likely has not yet been updated in the online system.
   a. Please wait a day or two more and try again.
   b. If you still are unable to access the online system after 7 full business days, contact reoffice@ualberta.ca.

4. If you receive a message that you have a “recycled CCID”, please contact reoffice@ualberta.ca and provide screen shots so the issue can be resolved.
**Step 2: Obtain Part 1 Institutional Animal Training**

Evidence of Part 1 Institutional Animal Training is required or you will not be able to use the online system.

- If you have *not* taken Part 1 Animal Training, you will need to complete and submit a Part 1 Animal Training Registration Request form, found here. Instructions will be emailed to you once your request for Part 1 registration is received.
- If you have completed your Part 1 training elsewhere, you will need to forward your certificate(s), course syllabus, etc. to the Research Ethics Office by email (reoffice@ualberta.ca). The University Veterinarian will assess the external training and someone will contact you with information on what to do next.

**Step 3: Create Your Profile in the Online System**  
(Video link)

1. Log in to the online system using your CCID and password.

2. Click button located on the left side of the screen in the grey shaded area.

3. Scroll down and click the “Animal Research - Applicant” role, then click “Continue”

4. Complete the four questions on the second page.
   a. To search for your primary department (#3.0), either scroll through the listing of University Department codes (ie. Medicine is MH, Rehabilitation Medicine is RM) OR make sure the "filter by" is set to "Organization" to search and use the "%" before your Department name (ie. write %Medicine or %Arts).
   b. Click “Continue” to exit the form

5. Click (left side of screen).

6. Click “OK” in the pop up box.

7. Once you are finished:
   a. If you have selected a role that you are eligible to hold in the system, you will immediately receive a message that the role has been "granted". If you are not eligible, the message will show that the request has been "rejected".
b. If you are eligible for the role that you requested but it has been rejected, contact reoffice@ualberta.ca and provide screenshots so the issue can be resolved.

c. If you do not receive a granted message, then it is likely that you have not completed the submission. If this happens and you do not see the “Request Additional Role” button on your dashboard anymore:
   i. Click on the General tab in your Dashboard.
   ii. Click on the role request that is in "Pre-submission".
   iii. Finish and submit the request per the instructions noted above.

8. Once your role has been granted, click on 'Dashboard' to go back to your main page.

9. Now that you have the “Animal Research - Applicant” role, your PI can add you to a new application (to be submitted for review) or add you to an existing approved application(s) by using the "Change Personnel" function in the application(s). If needed, this help video shows how to add/delete/change personnel.
Starting a New Animal Use Protocol (AUP) Application

**Faculty Members**

Please note that *only* Faculty members are eligible to hold the Principal Investigator role and create a new AUP.

1. A Principal Investigator will *only* be able to create a new application for animal use *after*:
   a. Part 1 training has been completed and the training has been added to their online profile by the Research Ethics Office, *and*
   b. the PI role has been given by the Research Ethics Office.

2. If you are a Faculty member, have followed the above instructions, and still do not see the button to create a New Animal Study, please contact reoffice@ualberta.ca and provide screenshots so the issue can be resolved.

**Study Personnel (research assistants, lab staff, students, trainees etc.)**

Please note that study personnel *cannot* create a new AUP on behalf of a Principal Investigator.

1. **All staff and students** who will be involved in animal work *must* be able to view an animal use protocol application in the online system.
   a. Therefore, Principal Investigators are required to list all study personnel in either Section 1.1 (6.1) “Edit Personnel” or Section 1.1 (6.2) “View Only Personnel” of the online application.
   b. If your name does not come up on the drop-down list when your PI is trying to add you to their study’s "Edit" or "View Only" personnel, then you have not completed the "Animal Research – Applicant" role request as instructed in Step 3 (Create Your Profile) above.

If you have any difficulties using the online system, please contact the Research Ethics Office at reoffice@ualberta.ca or 780-492-0459.