



## Important note about Enrolling in AALAS Learning Library

Everyone who works with animals at UF must take the basic training, *Working with the UF IACUC*. If you have taken this training in the past, your records have been transferred into the AALAS Learning Library. If you have never taken the exam, you will need to register and "Join A Group". Do not join as an individual or you will be charged \$170. When you register under UF through "Join A Group", the training is FREE. We cannot guarantee that AALAS will refund your money if you enroll as an individual. Please read the instructions on our website: <http://www.iacuc.ufl.edu/training.htm>.

## Spring Inspections are coming...

Semi-annual inspections of all UF animal housing and procedure areas are just around the corner. Inspections will run from April 1 to May 30. Information about inspections and a checklist for how to prepare your lab is available at

<http://www.iacuc.ufl.edu/inspections.htm>.

Some of the most common problems found are very easy to prevent.

- Have your **protocols available in the room** by posting them on the wall or having them organized in a binder.
- Properly dispose of **expired drugs** or at least have them marked as expired and held separately from current drugs.
- Make sure to **label all solutions and supplies** in your lab with expiration date.

Please contact Joan Wysocki at 392-9907 or [jwysock@ufl.edu](mailto:jwysock@ufl.edu) if you have any questions.

## Check it Out

Hands-on myIACUC training is still being offered. Check our website for dates: [http://www.iacuc.ufl.edu/news\\_updates.htm](http://www.iacuc.ufl.edu/news_updates.htm)

## myIACUC FAQs

Here are some more questions that have come up while people are learning the myIACUC program and during the hands-on training sessions. See our last two newsletters and *Help/FAQ* on myIACUC for more information.

*I'm having trouble logging onto myIACUC.*

*What's wrong?* You log onto myIACUC using your Gatorlink (myUFL) username and password. If you have a special character like "+", "&" or "#" in your Gatorlink password, you may need to change your password in the Gatorlink system by not including special characters.

*How can I input a table into our protocol on myIACUC?*

You can upload attachments in myIACUC by selecting the *Upload Attachments* icon under **My Activities**. You will first have to save the table as a picture (right click on the table and choose the *.bmp* option as the file type). After completing the Upload Attachment activity, the table will be uploaded to the general protocol, not inserted in a specific section. So please make sure to reference the table in the related section by saying something like "Please see table attached".