

Gaining Access to the Animal Facility

Begin by obtaining an MIT guest account

<http://it.wi.mit.edu/forms/mit-account-request>

Upon receiving a MIT account ID number sign up for a MIT Kerberos Account

<https://accounts.mit.edu/register/>

To reach the DCM training site go to

<https://atlas.mit.edu>

You can use your Kerberos ID or certificate (if it has been set up on your personal computer) to login.

You will likely be prompted to use Duo Authentication – to set up Duo click the following link and follow the provided instructions

<https://duo.mit.edu>

Once logged into Atlas, find “Learning Center” from the menu on the left. Upon selecting this, a list of necessary training requirements should appear under the heading “My Training Needs”.

If this does not appear go to the “My Profile” tab and click “Join a group”. Select “Building Whitehead” from the list of options and select WI-Mouse (Jaenisch). Once you have joined this group you should see a list of your required trainings under the My Training Needs tab.

If you will be performing surgical training in the lab, you will have to join the “Surgery” Group to register for the required training courses.

This group can be joined by selecting “Supplemental Training” from the list of groups to join, under this category you find a group called “Surgery” join this group to register for surgery classes.

The necessary courses for completion are as follows:

Course	Type
Animal Handling Orientation: Mice	In person training, schedule sessions using the classroom link.
Rodent Refresher	In person training, schedule sessions using the classroom link. Generally you can just attend a class without registering, they are auditorium group lectures. (Must be completed annually)
DCM Facilities Pre-Orientation	Web based (complete before facility orientation)
Facility Orientation - WI	In person training, schedule sessions using the classroom link.
CAC Certification	This will be completed upon the approval of your NPA form and completion of all other courses.
Occupational Health Questionnaire	Web based
DCM Cage Cards	Web based

CITI Working with the IACUC	Web based*
CITI Working with Mice in Research	Web based*
Initial Web – Surgical Wet Lab (only applies to surgery group members)	Web based
Class – Surgical Wet Lab	In person training, schedule sessions using the classroom link.

*CITI courses are done through CITI website. You will need to link your MIT account to your CITI account once created.

Submit your completed NPA form to the CAC Office (Building 16-408). Allow at least one week for form to process.

NPA forms can be found at the following link

<https://cac.mit.edu>

You may have to login to find the Forms page– look for a link to login using Touchstone

After logging in click on the Forms option at the top of the page

Search the listed forms for the **New Personnel Addendum (NPA)** Form

This form can be submitted as a digital PDF, or printed and scanned/delivered to the CAC office – follow the instructions on the form for completion.