



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Instructions for On-line Certification by Lab Coordinators

1. Go to On-line registration system: https://acap.research.unc.edu/iacuc_reg/
2. Enter in your ONYEN or School of Medicine ID and Password to Login
3. At the top of the next screen there is a blue bar titled **Animal Research Registration**. Mouse over to **Certifications** in that bar. A drop down box should appear.
4. Click on **Lab Coordinator Certifications**
5. Search for personnel by clicking on the magnifying glass and entering in the person's last name.
6. Select the appropriate name from the list and select the appropriate species. Hit the **Next** key.
7. Under techniques, select the appropriate techniques by holding the control button and clicking each technique then hit the **Next** key.
8. You're done!! 😊

If you have any problems contact OACU at 6-5569.