



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

## Instructions for Online Certification by Lab Coordinators

1. Login to the Animal Research Registration: [http://acap.research.unc.edu/iacuc\\_reg/](http://acap.research.unc.edu/iacuc_reg/).
2. At the top of the page, hover over “Certifications” then click on “Laboratory Coordinator Certification.”
3. Search for personnel by clicking on the “Last Name” box and entering the person’s last name into the pop-up window.
4. Click on the person’s name to populate their information into the “Certification Administration” page.
5. “Select a Species” then click the “Next” button.
6. Under the “Techniques” box, select the appropriate techniques by first holding the control key (PC) or command/apple key (Mac) then clicking on each certified technique.
7. Click the “Next” button to complete the certification process.

If you have any questions, please contact the Office of Animal Care and Use at 919-966-5569.