Quick Reference Guide: How to Update/Add Animal Experience

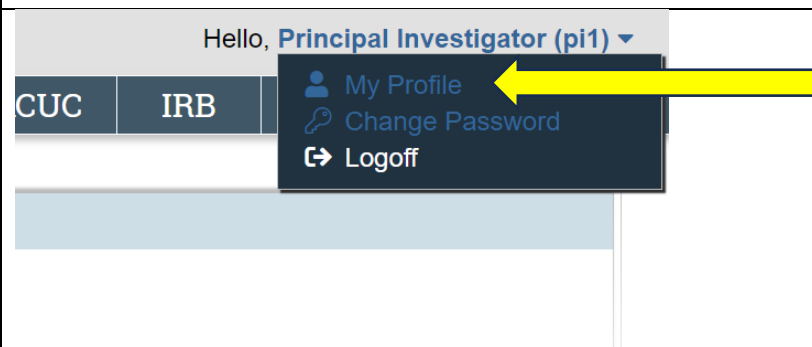|	
1. Log in to Click with UBIT name and password	If you don't know your name / password or you need to reset your password, please contact UB CIT at support@research.buffalo.edu or 645-3542 for help
2. Click on the drop-down arrow next to your name on the bar at the top right of the screen	
3. From the drop-down menu, select "My Profile"	
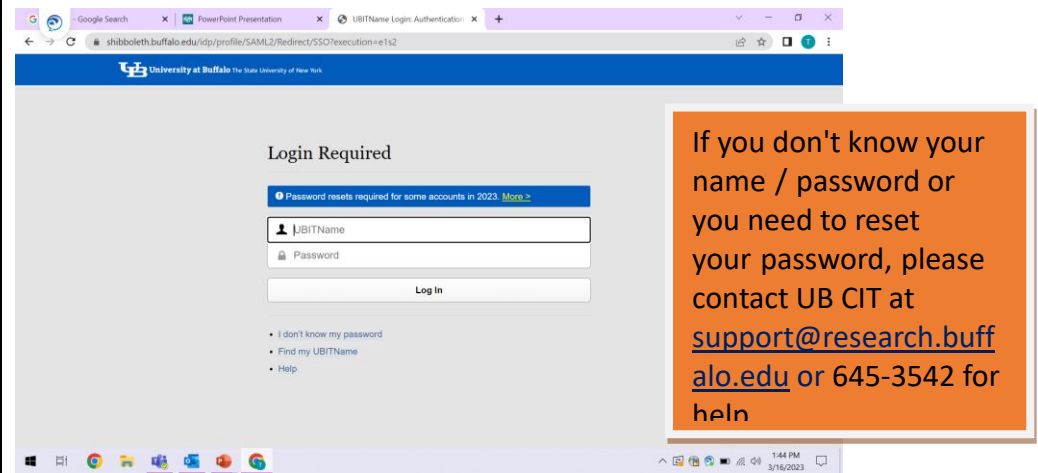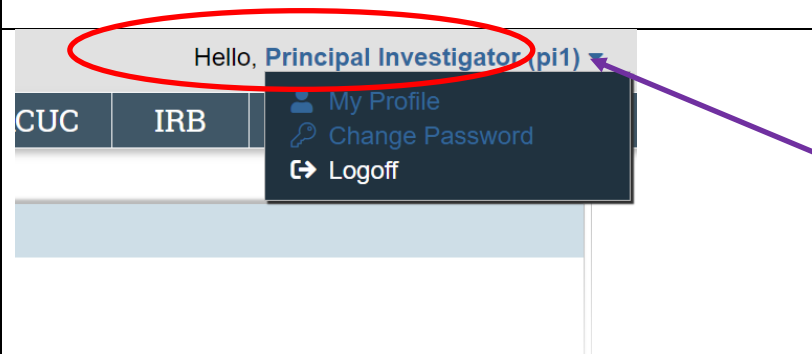
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4. Click on "Edit Details	**Next Steps** ☰ Edit Details 🔄 Create My Certification 🔄 Create Research Initiated Disclosure Certification **Investigator** **Employer:** 030 University at Buffa **Phone:** **E-mail:** click@buffalo.edu Contact Information Prop **Phone and E-mail**
5. Add Animal Experience in question 24	**23.** Training Details: ＋ Add Document Category Date Modified Document History There are no items to display **24.** Experience: **25.** Default ancillary Reviews:

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6. Enter a description of your *animal research experience/qualifications* in the text box.	**Please enter your animal research experience/qualifications:** My animal handling experience includes...
7. Click the **Apply** button. Your experience and qualifications will appear on the *Procedure Personnel Assignment* page within certain types of IACUC protocols in Click (e.g., Experimental Research protocols).	**Team member training:** **Filter by** First Name ▾ [ ] Go Clear Advanced First Name / Last Name / Experience JEFFREY / SCHIEDER ALYSSA / ASTRAN Rebecca / Simms (pi)(030) / My animal handling experience includes...