**Documents and Training to Include in Your User Profile**

1. Log into gov.irbnet.org
2. Select “User Profile” on the upper right side of the screen
3. Scroll down until you get to the “Training and Credentials” section
4. Select “Add a New Training & Credentials Record”
5. Select a choice from the drop down menu (they are not exact, so just select the closest option) or select “other”
6. Include the following documents as applicable, including both completion and expiration dates:
   1. ACOS/R Signed Scope of Practice
   2. TMS Bloodborne Pathogen Training
   3. TMS Information Security and Rules of Behavior
   4. TMS Privacy and HIPAA Training
   5. CITI VA Human Subject Protections
   6. CITI Working with the IACUC
   7. CITI Working with (animal) in research settings
   8. CITI Post-procedures care of rodents
   9. Department of Transportation Certificate
   10. CV (PI only)
7. At present you cannot link your TMS or CITI via external accounts or through linking to those sites – you must upload each certificate.