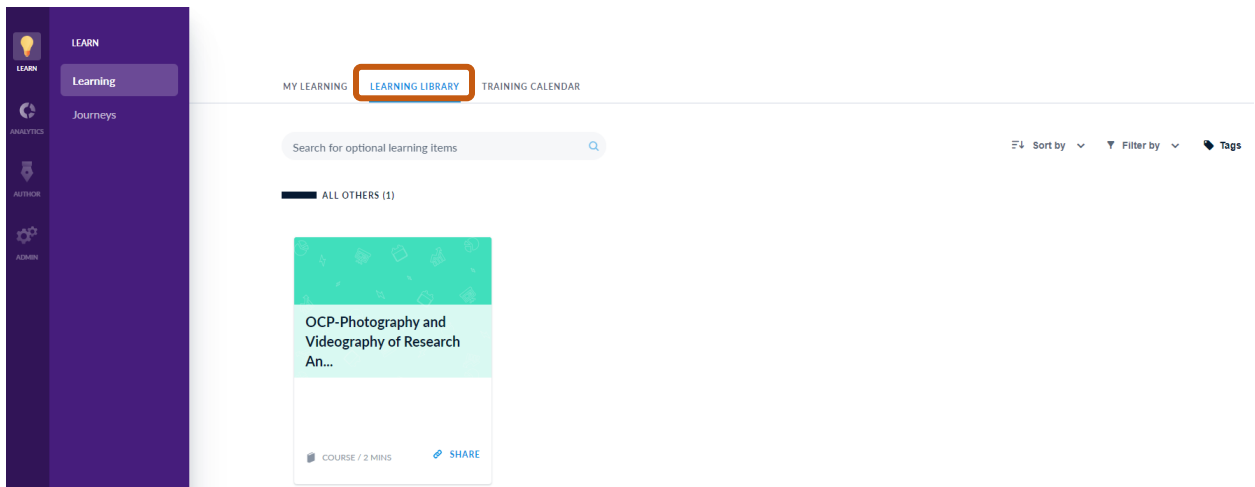


# Self-Assign Training Modules – CATS

01/01/2023

Revised 11/12/2024

1. Self-assignment in CATS is currently only available for OCP-Photography and Videography of Research Animals, which is required for all those employees and students working on a protocol with live animals. **Note:** *This is currently the only course available because it is a course only taken once. When you self-assign a course, they are considered “Optional” and are not automatically reassigned when they become due. You would have to repeat this process.*
2. In order to self-assign the course, please follow the below instructions.
3. Log into [CATS](#)
  - *Note: If this is your first time accessing the new training platform, you may have to log in using your LSUHSC-NO credentials (SSO).*
  - *Note: Firefox and Google Chrome are preferred browsers. Safari and Internet Explorer are NOT supported.*
4. Click on **LEARNING LIBRARY** to review training modules available for self-assignment.



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5. Hover over the training module and Click **ENROLL**. You'll be asked to confirm enrollment prior to beginning the course.

You've been invited to take the following course:



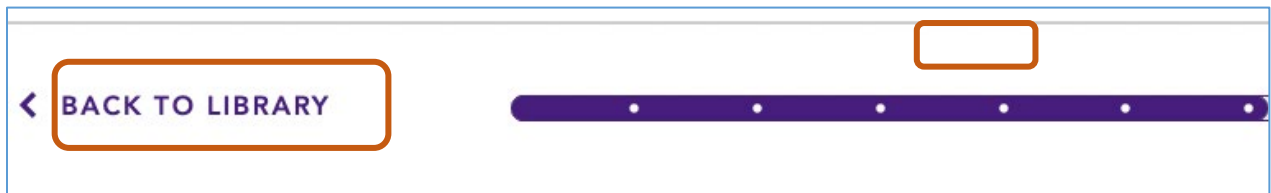
OCP-Photography and Videography of Research Animals

NO, THANKS

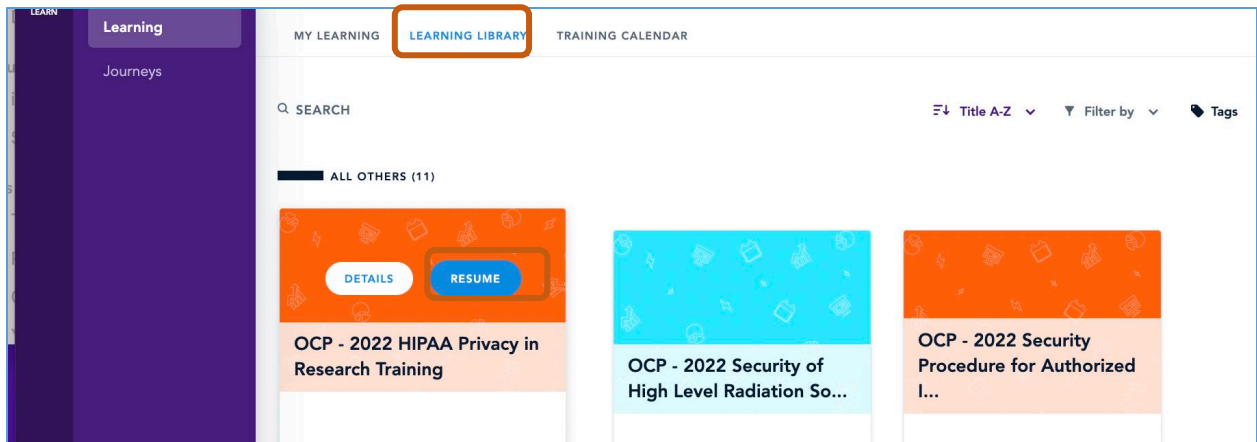
ENROLL



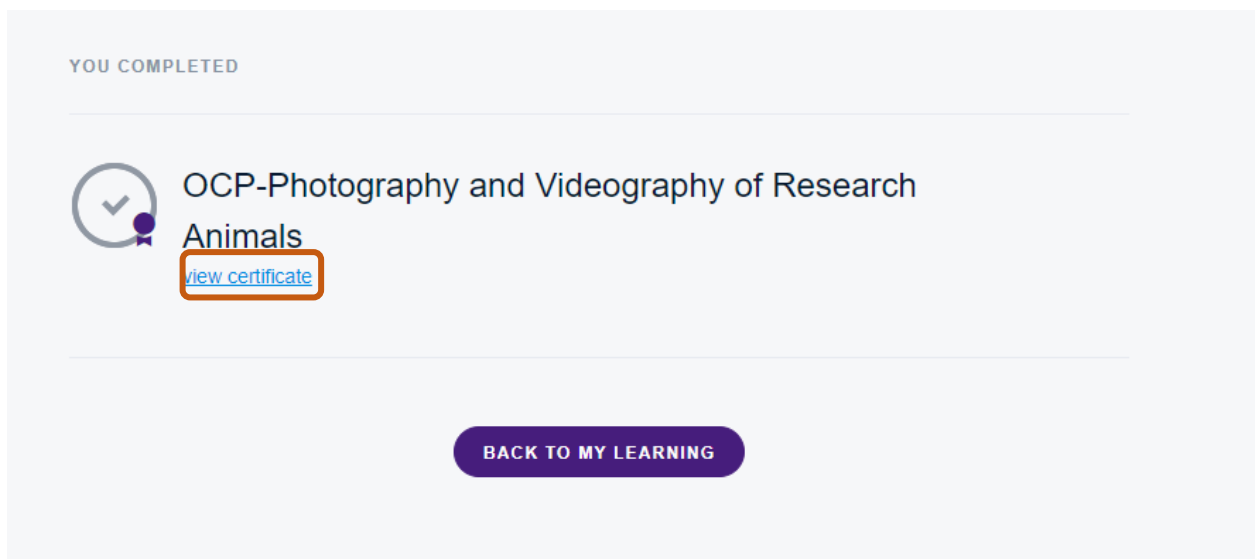
6. Begin the course.
7. You can go back to the Learning Library at any point and return to complete the training in the future.



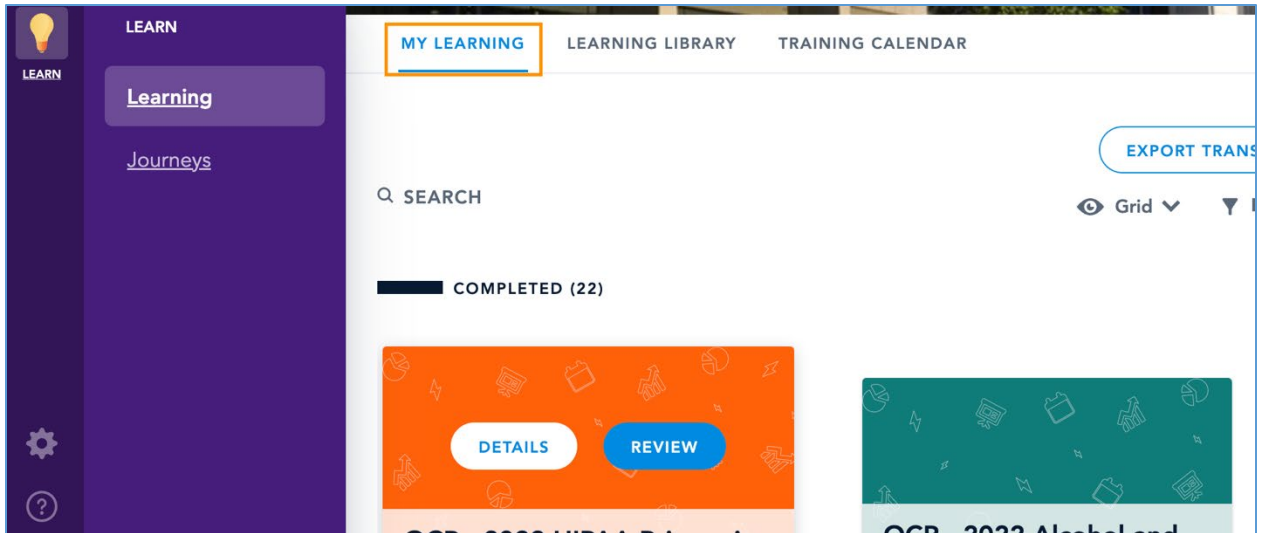
- Click "Resume" to continue the training.



8. As with all other courses, you can access a Certificate of Completion once the training is complete.
- Note: *CATS trainings are integrated into the research submission system, Quali. There is no need to provide the certificate in Quali unless your training does not populate in the Protocol Personnel Table of the application.*



9. **MY LEARNING:** All completed trainings will be in this area. If you previously completed this training as detailed below (Step 8. Resources), the training will not be available for self-assignment as it is already assigned and completed.



10. You will find all Training Requirements and additional CATS information on the [Office of Compliance Programs'](#) (OCP) website or you may contact the OCP directly at [nocompliance@lsuhsc.edu](mailto:nocompliance@lsuhsc.edu).