There are several steps to complete training for the Creighton University IACUC. To access the instructions so you may complete some of the training you need to join the IACUC group on Office 365. To join follow the instructions below:

1. Go to the Creighton Homepage [www.creighton.edu](http://www.creighton.edu)
2. Click on CUmail in the top taskbar

![Creighton Homepage](image1.png)

3. Enter your [netid@creighton.edu](mailto:netid@creighton.edu) in the field that says someone@example.com and enter your blue password in the password field

![Office 365 Sign in](image2.png)

4. You are now logged in to Office 365. To join the IACUC Policies group click “Discover” on the left hand side.
5. Click “All groups”
6. Type “IACUC” in the search field and hit enter

7. Click on “IA Polic…”

8. Click “join”
9. Refresh your browser and you will see “IA Policies” listed under Groups on the left hand navigation bar, click on it.
10. Now you are in the IACUC and ARF Policies group. Click on “Files”.

11. Click on “Training Instructions”.
12. Choose the instructions that are appropriate for the kind of research you will be conducting.