

**How to Register for**  
**“Working Safely with Biohazardous Agents in Laboratory Animals”**  
**VSC-PROG-004**  
(PRINT THIS BEFORE YOU START!)

**ACCESS TO STARS**

The Stanford Training and Registration System (STARS) is available via the Axxess Portal at <https://axess.stanford.edu>. A SUNet ID is required to login (see below).

**HOW TO REGISTER**

1. Login to Axxess by going to <https://axess.stanford.edu> and clicking the **Login** button.
2. After logging in, click on the **STARS (Training)** tab at the top of the page.
3. From the *STARS Home Page*, type the word “**animal**” or “**VSC**” into the **Search Catalog** field and click on the **yellow Search button**.
4. Select the **Working Safely with Biohazardous Agents in Laboratory Animals” Program (VSC-PROG-004)** by clicking on the **yellow Continue button**.
5. The next page will list the two parts to this training program. The first part, **Working at Animal Biosafety Level 2**, is a 20 minute web-based video reviewing general practices to follow (courtesy of the American Biological Safety Association). This is followed by **Working with Biohazardous Agents in Stanford’s Animal Facilities**, a meeting with personnel from the Veterinary Service Center (VSC) and Environmental Health and Safety (EH&S) to review safe practices specific to particular studies or animal facilities.
6. To register for the program click on the **yellow Register button** at the bottom of the page.
7. To launch the web-based video, **Working at Animal Biosafety Level 2**, go to your STARS *Learning Home Page*:
  - a. Log onto Axxess, <https://axess.stanford.edu>
  - b. Select the **STARS (Training)** tab at the top of the page.
  - c. Select **My Learning** in the left margin.
  - d. This should list all programs & activities that you’ve enrolled in, completed, etc.
  - e. Find **Working at Animal Biosafety Level 2** and select the **yellow Launch button**.
8. **To complete the program**, contact Jennifer Lee at [jlee3@stanford.edu](mailto:jlee3@stanford.edu) to schedule a meeting with the VSC and EH&S to review safe practices with your lab (**Working with Biohazardous Agents in Stanford’s Animal Facilities**).

**FOR MORE INFORMATION**

For help using STARS, click the “STARS Help” link in the left margin of any Axxess Training page. If you encounter any trouble, please submit a HELPSU ticket at <http://helpsu.stanford.edu>.

Please contact Jennifer Lee at [jlee3@stanford.edu](mailto:jlee3@stanford.edu) if you have any questions regarding registering for VSC courses via STARS. The VSC training web site, <http://med.stanford.edu/compmed/education/vet.html>, provides additional instructions and information.

For information about SUNet IDs, see <https://sunetid.stanford.edu/>.

For more information about STARS, visit <http://stars.stanford.edu>. There are help tools on this web site, including information about training demos, on-line training, quick guides, FAQs, and handbooks.