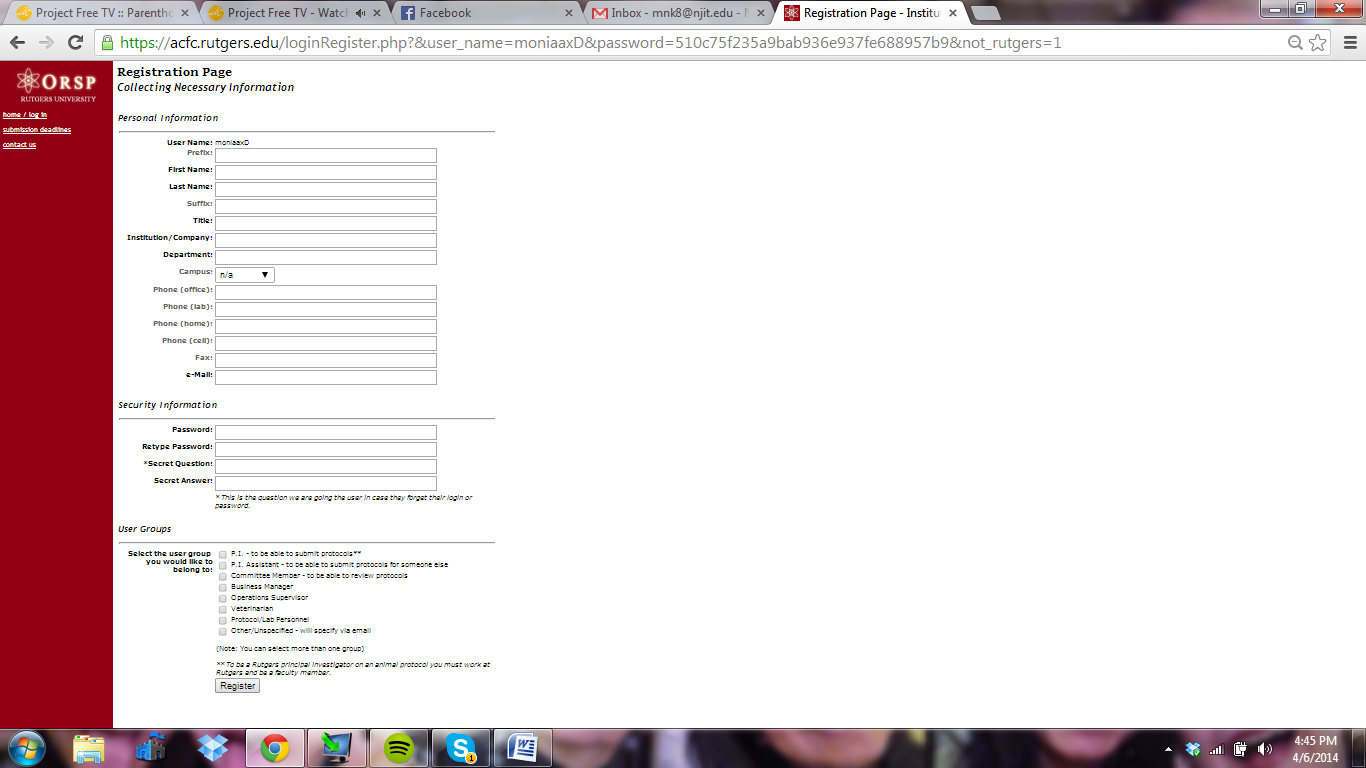
How To: Rutgers Animal Training

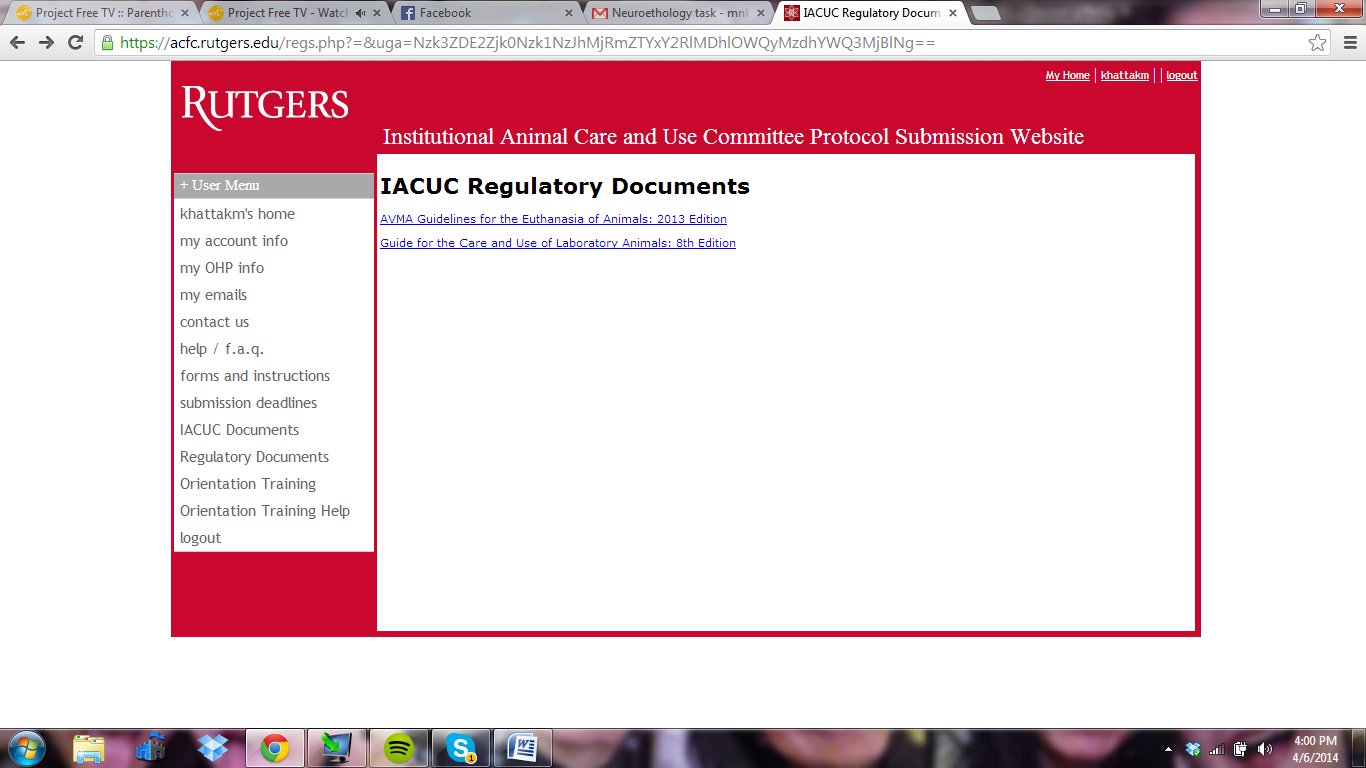
Go To: https://acfc.rutgers.edu/index.php

Click “Login without an RU NetID”

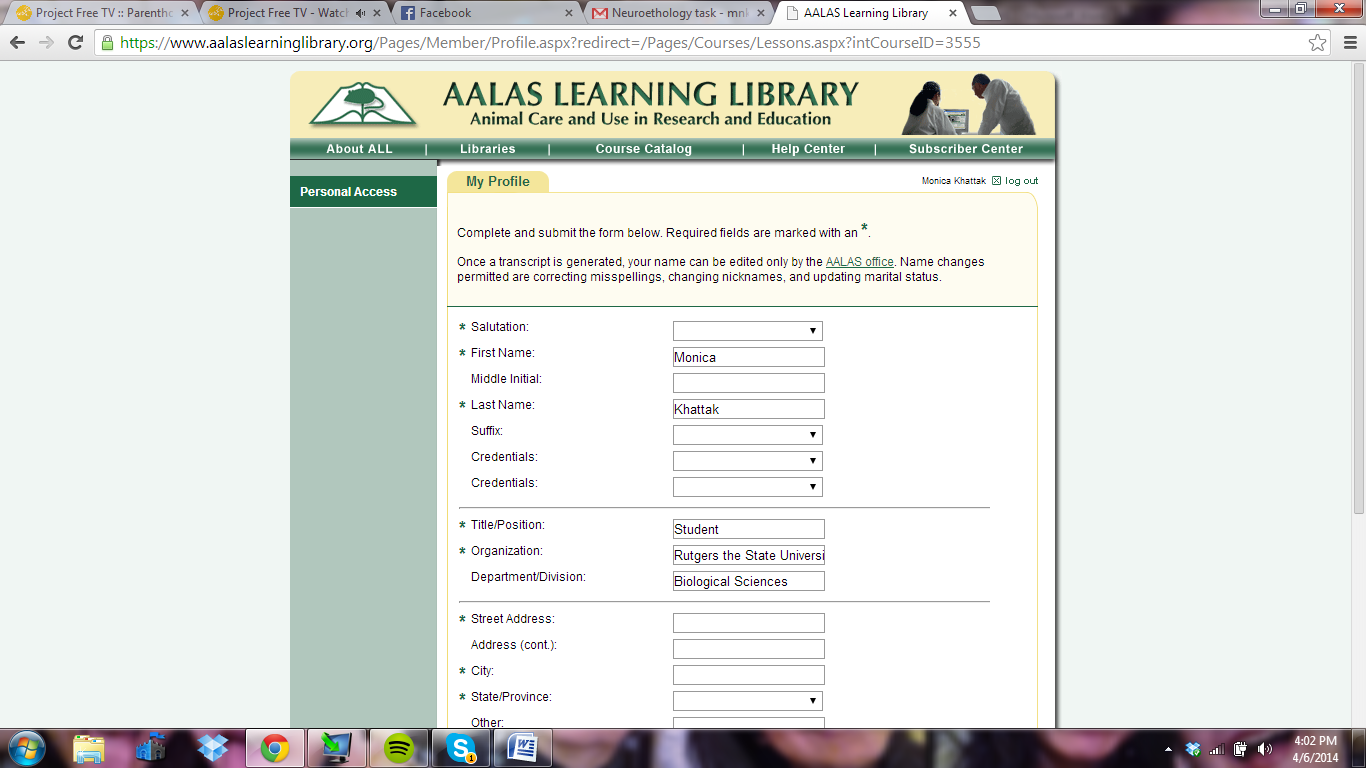
1. Make up a username and password. Click sign in.
2. You will see this form



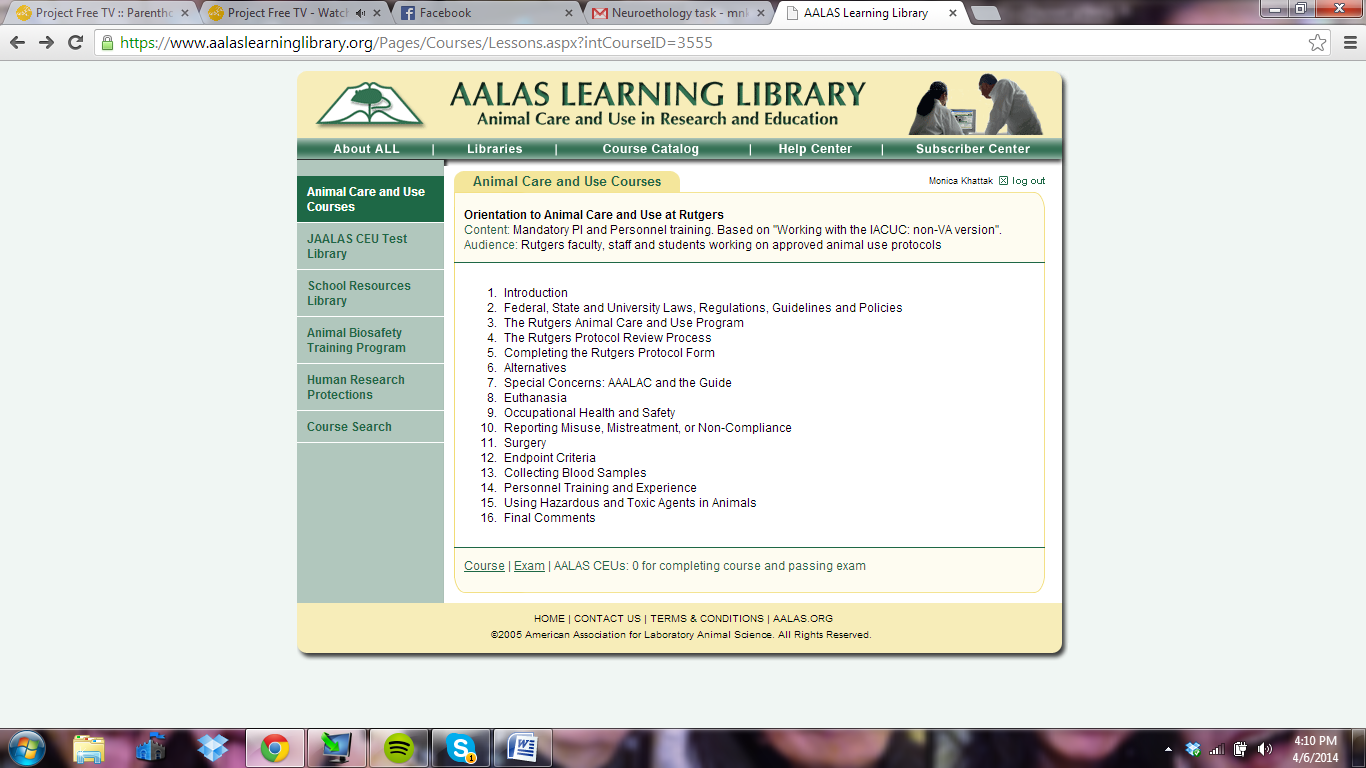
1. Fill out your first and last name, institution (University) and department, email address. Create and retype the same password you used previously along with a secret question.
2. Under User Groups, select other/unspecified and click register



1. Click on the +User Menu and click on orientation training. It will bring you to this screen:

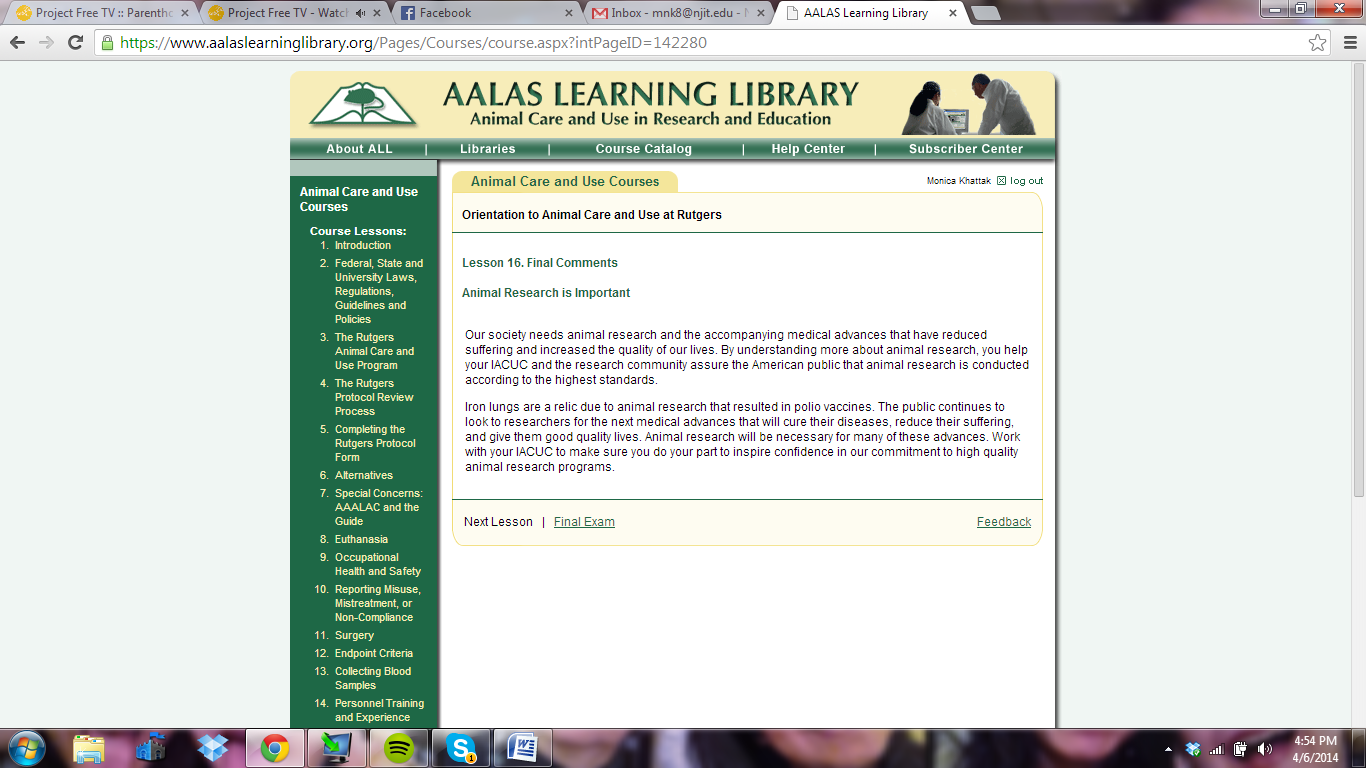


1. Fill out all areas marked with an \* (Salutation, first & last name, title, organization, street address, city, state, zip code, phone number, and email address )
   1. For the title fill in student and for the organization Rutgers the State University of New Jersey
2. Check off the show RACE Certificates on Transcript and press submit

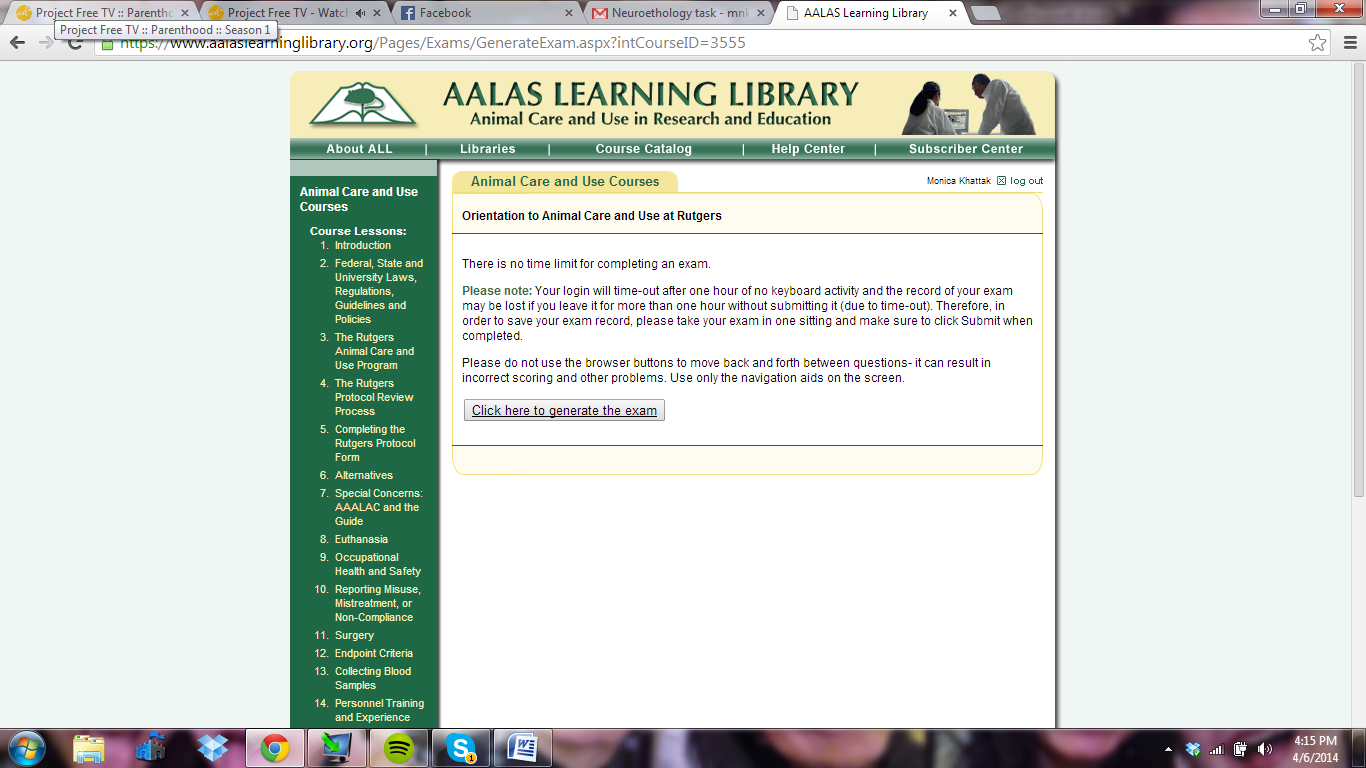


Animal Care and Use Courses

1. Click on the course link in the bottom left of the screen
2. **View each of the 16 lessons**
3. You must view all pages before taking the exam – I recommend downloading each page so that they are available for the exam.
4. Click on the final exam at the bottom of the page.



Taking the Final Exam



1. Click on the button “Click here to generate the exam”
2. The exam consists of 30 multiple choice questions. When completed, click submit and then press the click here button to submit the exam and receive your score
3. **You can retake the exam as many times as needed in order to pass.**
4. You must continue retaking the exam until you pass.

After you have passed, save the certificate as an image and e-mail it to eric.fortune@njit.edu.