Quick Start Up Guide

Login with your EID and password to https://spike.orosc.utexas.edu/eao/userLogin.do

Check that the protocol you want to order animals for is listed in the available protocols.

If it is not listed you must RETRIEVE PROTOCOL going to the drop down menu, select Investigator, then select get Approved Protocols. Once the protocols are imported they will be displayed under available protocols.

Pick the protocol you want to order on. Pick the species you want to order. Click submit requisition.

Pick the RP name

Next click on the highlighted species under the REQUESTED SPECIES page and this will take you to the ordering specific page. Everything with a red star must be chosen and filled out in order to place your order.

**USDA Pain/Distress Category:** *Which category do these animals fall under

**Date Required By:** * When you want them delivered

**Number of Cages:** * How many cages do you want your animals put in to.

**Request Now:** * How many animals are you ordering

**Purchase Account** * What account number should be charged for the order

**Perdiem Account** * What account number should the daily room care be charged to

**Building:** * What building do these animals go to

**Room:** * What room number do these animals go to

When you have completed these sections click ok

Click the submit to ARC tab.
If you are not the PI, Other Submitter, Admin contact or Co PI, you will need to send one of those people an email letting them know that you have placed an order and need them to approve it before the order is sent to the ARC.