Quick Start Up Guide

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

You need to make sure that a valid account number with a valid expiration date is entered for the requisition that you are trying to get the system to accept. When the system was first being used, there were some dummy accounts put in to allow orders to go through, but at this point the valid information must be entered, as described in the "Update Protocol Funding Details" **section in the** *eAO User Manual* for the ordering system, which is available on the animal ordering web page:
https://research.utexas.edu/arc/services/animal-ordering/
If you have never read the manual, that is always a good place to start if you have issues.

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 PTA * What account number should be charged for the order

Perdiem PTA * 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.