Supervisors—Accessing direct-reports training records

1. Log-in to ehsa.uchicago.edu and click on “Training Records.” The table will be empty.

2. Click on “View Supervised Workers” to populate table. Please note your training records are also listed. If a direct-report is missing contact EHS and we will attach you to the employee.

3. Click on an employee to display their training requirements (top table) and training history (bottom table).

4. Click on “Status” in the “Training Requirements” table. The overdue courses, which are highlighted in light red, will filter to the top. If you feel the course should not be assigned to the employee contact EHS. If the course is lab related (Course # pre-fix bio, lab, lsr, rad, shp), then contact the Office of Research Safety (4-2707).

5. Your direct-reports can complete web-based classes and register for lecture classes by using the links bordered in yellow. However, if you would like to register them for lecture courses, use the “Training” link in the gray ribbon across the top of the EHS Homepage. An email will be sent to the employee when you successfully register them for a course.

6. Print copies of the training certificate by clicking the green button in the “Training History” table.