



EHSA User Manual – Training

Completing Web-Based Training
& Registering for In-Person Training



THE UNIVERSITY OF
CHICAGO

Research, Innovation
and National Laboratories
Office of Research Safety

<https://ehsa.uchicago.edu/training> For Web Training Courses

Trainee Information

[Training Records](#)

*First Name
Jeffrey

*Last Name
Melton

☒ I am, Jeffrey Melton

Contact Us:
EHS-safety-training-support@lists.uchicago.edu

Live Training
Registration

Back to EHS

← This will take you to in-person training

Web Based Training Courses [Required Courses](#) [Over Due Courses](#)

↑ Section ×

	Course #	Course Name ↑	Topic	Due Date	Category
Select	env-002	AB Tank Operator		Not Required	GENERAL
Select	env-003	Asbestos Awareness		Not Required	GENERAL
Select	occ-001	Back Safety		Not Required	GENERAL
Select	wst-005	Batteries, Lamps, and Ballasts - Waste Handling		Not Required	GENERAL
Select	bio-004	BBP for Biomed		Not Required	BIO
Select	bio-001	Biological Safety-Recombinant DNA at BSL1 (rDNA/BSL1)		Not Required	BIO
			1. Recognize the differences in nomenclatures between risk groups and biosafety level 2. Understand the		

Click here twice to see your required training.



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Required
training that
has been
completed

Training that
needs to be
completed

Optional
Training –
Not Required

Web Based Training Courses Required Courses Over Due Courses

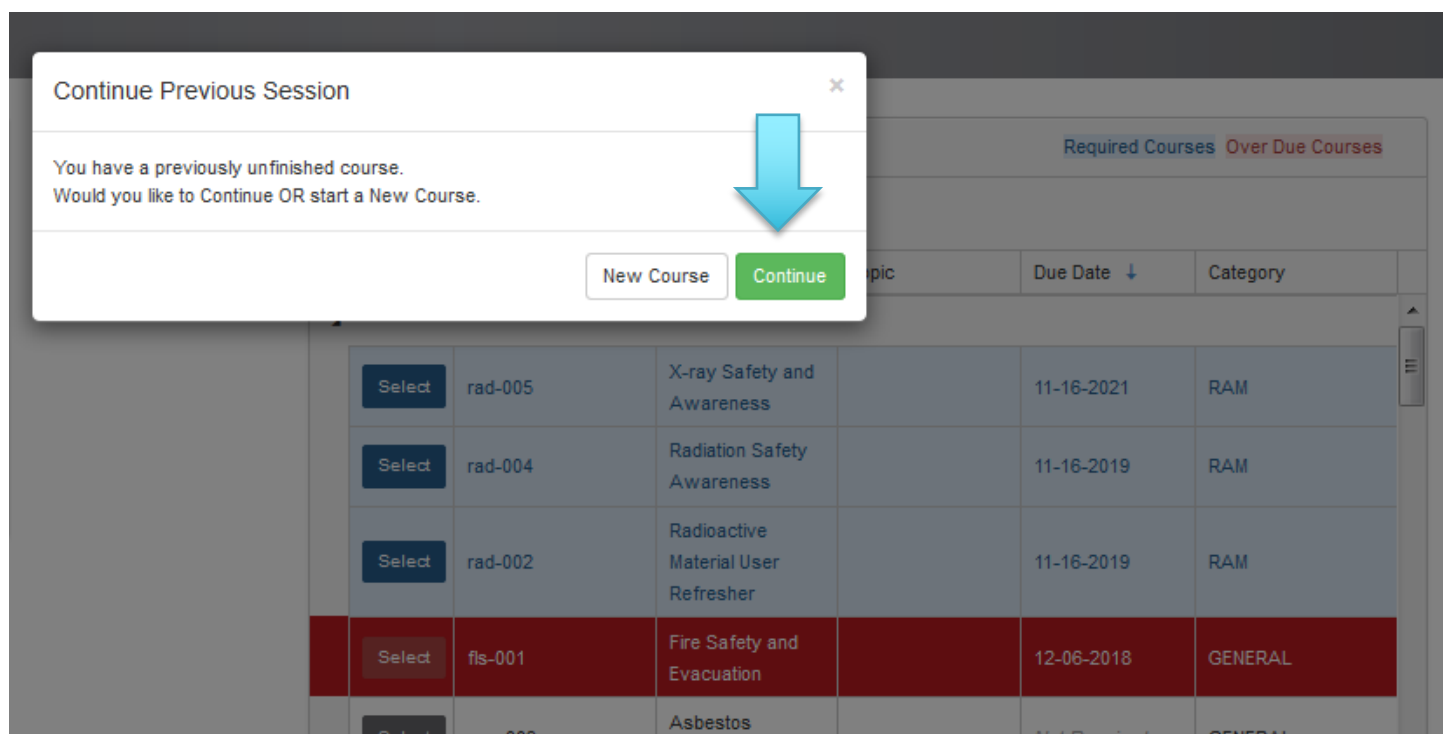
↑ Section ×

	Course #	Course Name	Topic	Due Date ↓	Category
Select	rad-005	X-ray Safety and Awareness		11-16-2021	RAM
Select	rad-004	Radiation Safety Awareness		11-16-2019	RAM
Select	rad-002	Radioactive Material User Refresher		11-16-2019	RAM
Select	fis-001	Fire Safety and Evacuation		12-06-2018	GENERAL
Select	env-003	Asbestos Awareness		Not Required	GENERAL
Select	occ-001	Back Safety		Not Required	GENERAL
Select	wst-005	Batteries, Lamps, and Ballasts - Waste Handling		Not Required	GENERAL
Select	bio-001	Biological Safety- Recombinant DNA at BSL1 (rDNA/BSL1)		Not Required	BIO

Click Select to
take the training



If you stopped taking a course part way through, this message will pop up.
Click **Continue** to pick up where you left off.
Click **New Course** to start from scratch.



Save & Exit

Cancel

100%

Course Complete!

Confirmation Email

jmelton@uchicago.edu



Update Email Address

Return to Course

Save As Complete

If you need to stop in the middle of your course, click on **Save & Exit**

Once you have gone through the course, make sure your email is correct, Then click **Save As Complete** to record your progress.



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Now the training is marked as complete

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Web Based Training Courses [Required Courses](#) [Over Due Courses](#)

↑ Section ×

	Course #	Course Name	Topic	Due Date ↓	Category
Select	rad-005	X-ray Safety and Awareness		11-16-2021	RAM
Select	fls-001	Fire Safety and Evacuation		12-06-2019	GENERAL
Select	rad-004	Radiation Safety Awareness		11-16-2019	RAM
Select	rad-002	Radioactive Material User Refresher		11-16-2019	RAM
Select	env-003	Asbestos Awareness		Not Required	GENERAL
Select	occ-001	Back Safety		Not Required	GENERAL
Select	wst-005	Batteries, Lamps, and Ballasts - Waste Handling		Not Required	GENERAL
Select	bio-001	Biological Safety- Recombinant DNA at BSL1 (rDNA/BSL1)		Not Required	BIO

On the next page, you will see how to register for in-person training



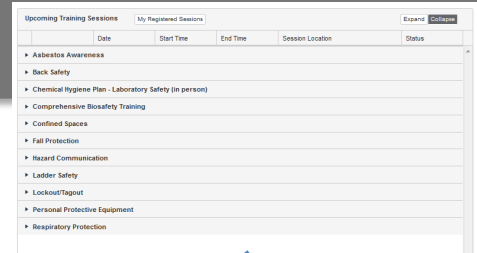
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<https://ehsa.uchicago.edu/trainingregistration>
For In-Person Training Courses

Click here to see
sessions you have
registered for



Date	Start Time	End Time	Session Location	Status
Asbestos Awareness				
Back Safety				
Chemical Hygiene Plan - Laboratory Safety (in person)				
Comprehensive Biosafety Training				
Confined Spaces				
Fall Protection				
Hazard Communication				
Ladder Safety				
Lockout/Tagout				
Personal Protective Equipment				
Respiratory Protection				

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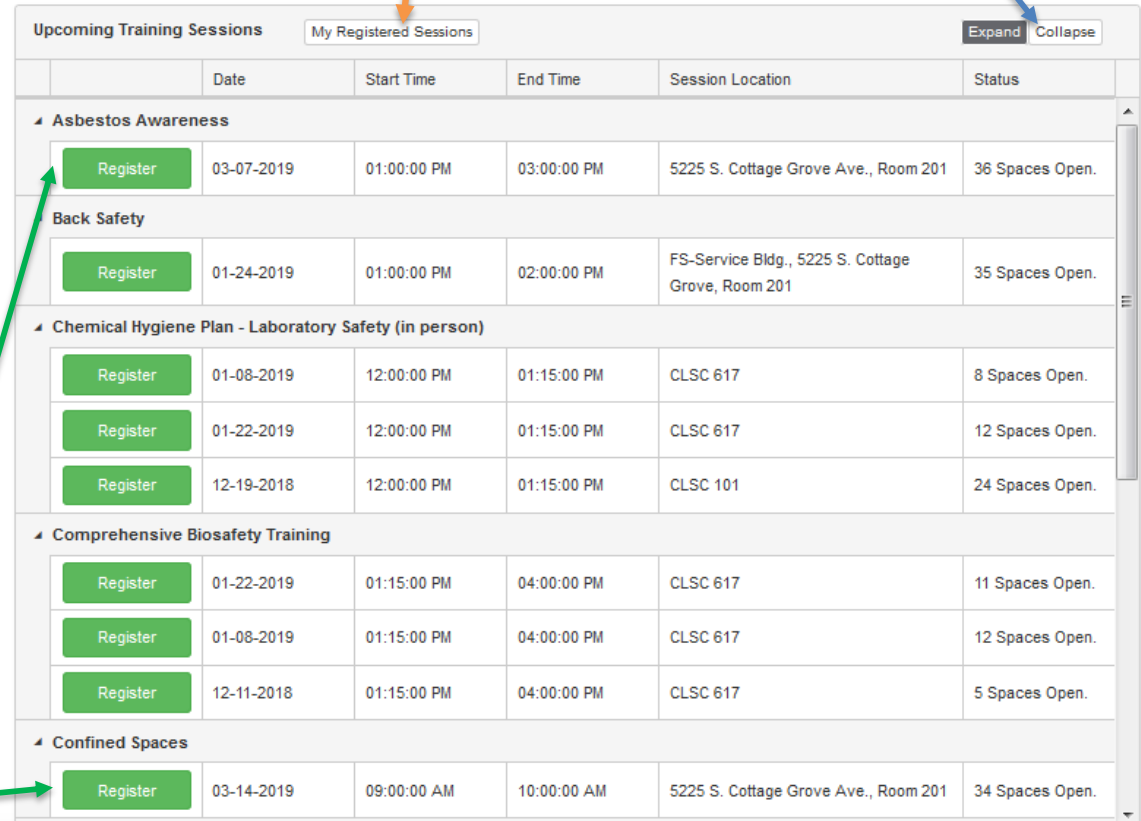
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On-line Training

EHS Home Page

This will take you
to web training

To sign up for a course session,
click the **Register** button



	Date	Start Time	End Time	Session Location	Status
Asbestos Awareness					
Register	03-07-2019	01:00:00 PM	03:00:00 PM	5225 S. Cottage Grove Ave., Room 201	36 Spaces Open.
Back Safety					
Register	01-24-2019	01:00:00 PM	02:00:00 PM	FS-Service Bldg., 5225 S. Cottage Grove, Room 201	35 Spaces Open.
Chemical Hygiene Plan - Laboratory Safety (in person)					
Register	01-08-2019	12:00:00 PM	01:15:00 PM	CLSC 617	8 Spaces Open.
Register	01-22-2019	12:00:00 PM	01:15:00 PM	CLSC 617	12 Spaces Open.
Register	12-19-2018	12:00:00 PM	01:15:00 PM	CLSC 101	24 Spaces Open.
Comprehensive Biosafety Training					
Register	01-22-2019	01:15:00 PM	04:00:00 PM	CLSC 617	11 Spaces Open.
Register	01-08-2019	01:15:00 PM	04:00:00 PM	CLSC 617	12 Spaces Open.
Register	12-11-2018	01:15:00 PM	04:00:00 PM	CLSC 617	5 Spaces Open.
Confined Spaces					
Register	03-14-2019	09:00:00 AM	10:00:00 AM	5225 S. Cottage Grove Ave., Room 201	34 Spaces Open.

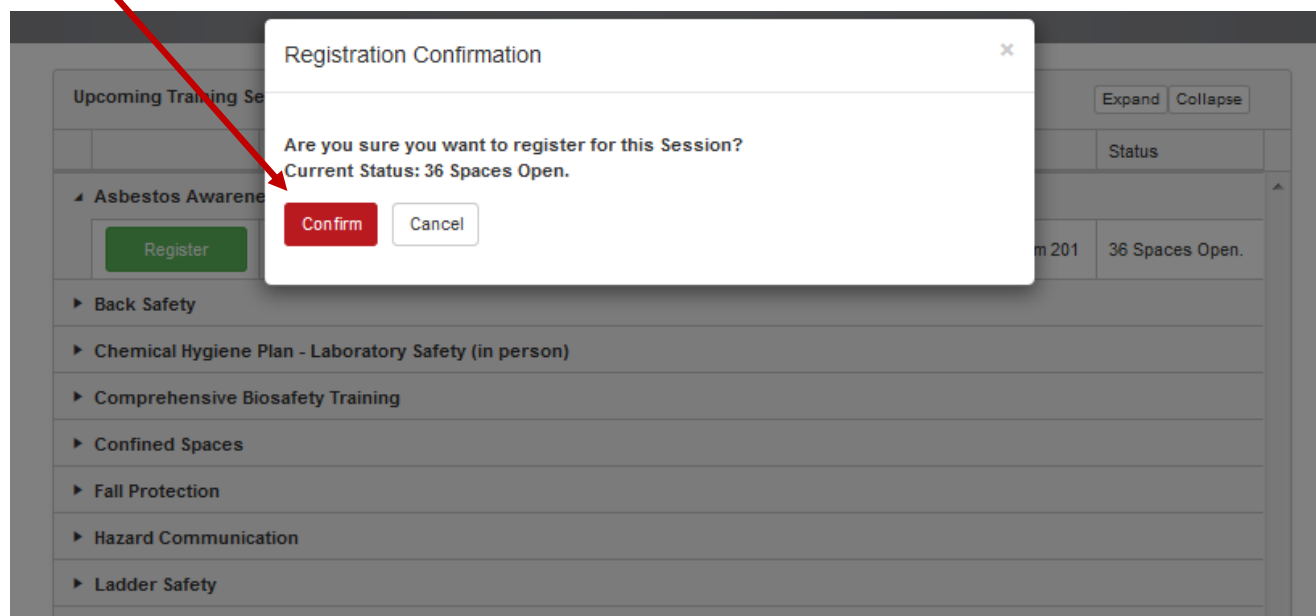


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Click **Confirm** to reserve a space in the training session



Click **Un-Register** if you cannot attend the training session

Click here to see other sessions that are available

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Upcoming Training Sessions							View All Session	Expand	Collapse
	Date	Start Time	End Time	Session Location	Status				
Asbestos Awareness									
Un-Register	03-07-2019	01:00:00 PM	03:00:00 PM	5225 S. Cottage Grove Ave., Room 201	35 Spaces Open.				

Once you attend and complete the training session, the completion will be recorded by the instructor who is leading the training



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