

How To Access Online Training in EHS Assist

1 Click [this link](https://ehsawebprod.emory.edu/ehsa/login?showwebtraining=yes) to access classroom registration directly. The full link can also be used: <https://ehsawebprod.emory.edu/ehsa/login?showwebtraining=yes>

2 Log into Emory Single Sign on with your credentials.



3 Review the courses you have been assigned.

Trainee Information

Training Records

*First Name
Mary

*Last Name
Aldrich

I am, Mary Aldrich

WELCOME! THERE MAY BE A SHORT LAG WHILE THE COURSE LIST LOADS. IF YOU HAVE QUESTIONS OR CAN'T FIND THE COURSE YOU ARE LOOKING FOR, CONTACT: EMAIL: MKALDR1@EMORY.EDU CALL: 404-659-4613. Regards, EHSO

Web Based Training Courses [Required Courses](#) [Overdue Courses](#)

Section

	Course #	Description ↑	Due Date ↓	Category
Start	240020	EHS Training for Building and Residential Staff (BRS)	02-01-2021	SAFETY & IH
ENVIRONMENTAL				
Start	240230	Regulated Waste Management	11-16-2023	SAFETY & IH
GENERAL SAFETY / INDUSTRIAL HYGIENE				
Start	240140	Hazard Communication for University Workers	10-27-2025	SAFETY & IH
Start	240180	Respiratory Protection for University Workers	09-20-2023	SAFETY & IH
Start	242200	Ladder Safety	02-01-2023	SAFETY & IH
Start	242216	Proper Lifting Techniques	01-31-2023	SAFETY & IH
Start	242181	Respiratory Protection for Single-Use Respirators	Offered, But Not Required	SAFETY & IH

Note:

- Required courses are highlighted in **blue**.
- Required courses that are overdue are highlighted in **red**.
- Courses that are offered but not required are listed in **black**.

3 Select the “Start” button to begin a course.

Web Based Training Courses		Required Courses	Overdue Courses	
Section	Course #	Course Name	Due Date	Category
Start	EST3	How to take a web course in EHSA	Offered, But Not Required	ADMINISTRATIVE

4 The course will display. Proceed through the course content.

TO NAVIGATE THE COURSE:

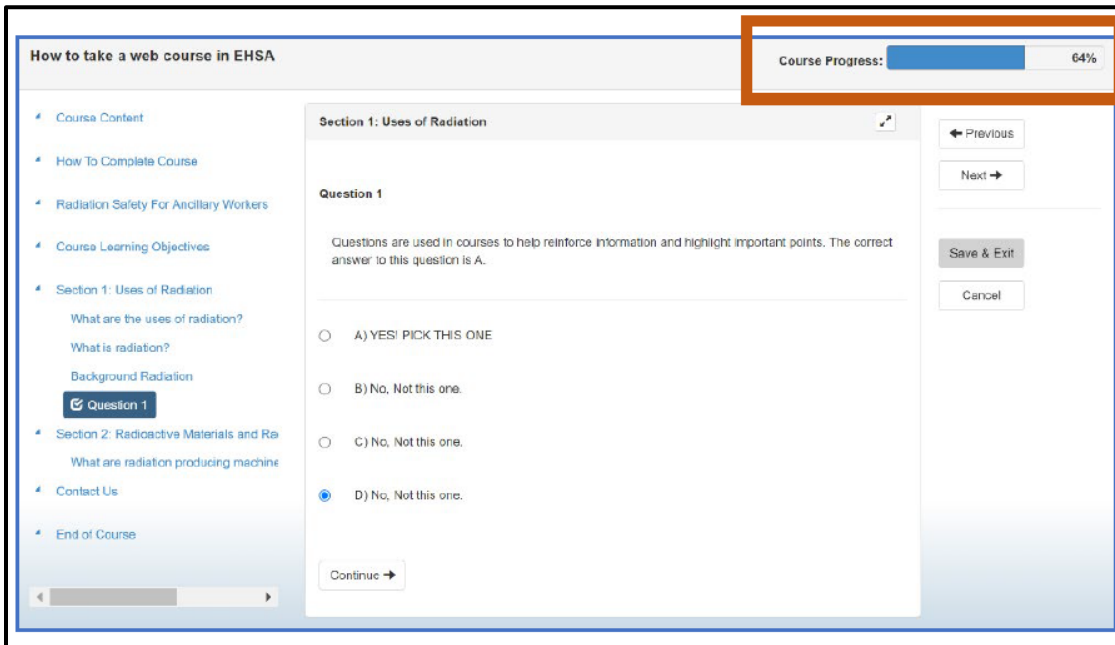
Use the “Next” and “Previous” buttons to navigate through the course.

The screenshot shows the course interface for "How to take a web course in EHSA". On the right side, there are navigation buttons: "Previous" (left arrow), "Next" (right arrow), "Save & Exit", and "Cancel". The "Previous" and "Next" buttons are highlighted with an orange box. The main content area displays the title "How to complete this course" and instructions on how to navigate the course using the "PREVIOUS & NEXT" buttons.

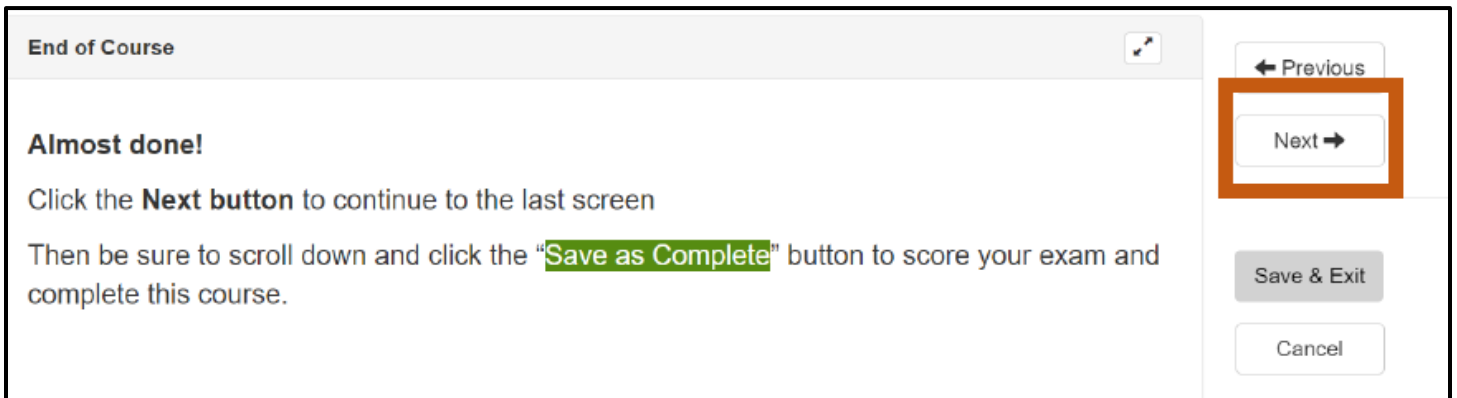
The interactive table of contents can also be used to move through the content.

The screenshot shows the interactive table of contents for the course. The "Background Radiation" item under "Section 1: Uses of Radiation" is highlighted with an orange box. The main content area displays the text "Background Radiation" and a list of items: "X-ray machines;", "Nuclear power plants; and", and "Radiopharmaceuticals."

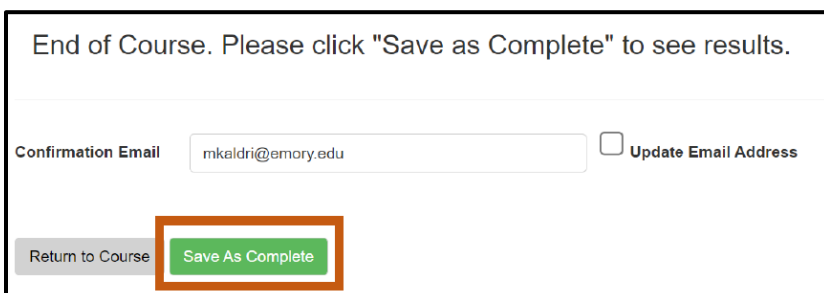
As you proceed through the course, your progress will be displayed in the progress bar in the upper right corner. Questions are presented through the course. A score of 100% is required to pass the course. Retakes are allowed.



5 Continue the course content until you reach the End of Course slide. Click Next.



6 To complete the course, click the green "Save As Complete" button.



- 7 Your score will appear on the screen. If you need to retake the course, use the table of contents to review the information. Click the “Retake Course” button on the last page of the course when you are ready to try again.

You correctly answered 0 questions, out of 1 possible questions.
Sorry. A score of 100% is required to pass

FAIL

Retake Course

Questions are used in courses to help reinforce information and highlight important points. The correct answer to this question is A.
Your Answer: No, Not this one.
Correct Answer: YES! PICK THIS ONE

- 8 Once you receive a passing score, the screen will indicate your score and you will have option to click “Save & Exit.” Clicking “Save & Exit” will complete the course.

Save & Exit Cancel Logout

Course Progress: 100%

Survey link could go here:
<http://www.trainingcheck.com/live/TakeSurvey.aspx?SurveyID=m240l124M&Multiple=yes&lid=0>

You correctly answered 1 questions, out of 1 possible questions.
Congratulations! You've passed How to take a web course in EHSA

PASS