

How To Register for Classroom Training in EHS Assist

1 Click [this link](#) to access classroom registration directly. The full link can also be used: <https://ehsawebprod.emory.edu/ehsa/login?showtrainingregistration=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! IF YOU HAVE QUESTIONS OR CAN'T FIND THE COURSE YOU ARE LOOKING FOR, CONTACT: EMAIL: MKALDRI@EMORY.EDU CALL: 404-859-4613. Regards, EHSO

Upcoming Training Sessions My Registered Sessions

	Date	Start Time	End Time	Session Location
EHS Training for Building and Residential Staff (240020) Required				
Register	02/14/2023	08:00:00 AM	10:00:00 AM	CS Training Room
Register	02/14/2023	11:00:00 PM	01:00:00 AM	CS Training Room
Register	08/15/2023	08:15:00 AM	10:15:00 AM	OXFORD CAMPUS
Register	08/15/2023	09:30:00 PM	11:30:00 PM	OXFORD CAMPUS
Register	11/07/2023	08:00:00 PM	10:00:00 PM	CS Training Room
Register	11/07/2023	11:00:00 PM	01:00:00 AM	CS Training Room
EHSA Registration (EHSA Registration)				
Un-Register	02/10/2023	12:00:00 AM	01:00:00 AM	Various

4

Select the training session you want to attend and click Register.

EHS Training for Building and Residential Staff (240020)				
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Register	08/15/2023	08:15:00 AM	10:15:00 AM	OXFORD CAMPUS
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Register	11/07/2023	08:00:00 PM	10:00:00 PM	CS Training Room
Register	11/07/2023	11:00:00 PM	01:00:00 AM	CS Training Room

Note: Most classes can be taken online through EHS Assist. Asbestos Awareness is only offered in-person.

- To see a list of online courses, [click here](#).
- To access the online courses, click [this link](#).
- View the “How to – Access Online Courses in EHS Assist” job aid by clicking here.

5

Confirm registration by clicking the Confirm button.

Registration Confirmation

Are you sure you want to register for this Session?
Current Status: 30 Spaces Open.

Confirmation Email

Update Email Address



6


The system will confirm the Registration is complete. Click OK.

Registration Complete

- 7 You will receive an email confirming your registration. The email will also include a calendar invite.

Registration Confirmation

 ehso@emory.edu
To  Aldrich, Mary Katherine

 Events
1007 bytes

[LinkedIn](#)

Name: Aldrich, Mary

Course: EHS Training for Building and Residential Staff (240020)

Date: Tuesday, November 7, 2023

Time: 8:00 PM

Location: CS Training Room

- 8 If you need to cancel or reschedule your training, return to the Classroom Training portal, and click “Un-Register.”

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Mary

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For questions or feedback, email etrain@emory.edu.