I. BEFORE YOU START:

1. MIT Personal Certificates and MIT Certificate Authority are required to log into the MIT Learning Center
2. Chrome browsers are not currently supported on the MIT Learning Center
3. Turn off pop-up blockers in your browser to access web-based training (http://kb.mit.edu/confluence/x/iIA4Bg)
4. Install the following browser plugins if you don’t have them:
   - Flash Player 10+ (http://kb.mit.edu/confluence/x/UgDnC)
   - Java 1.6+ (http://java.com/en/download/index.jsp)
5. Use MIT SECURE or MIT SECURE N instead of the regular MIT or MIT N wireless network if connecting wirelessly (for help with wireless connection)

NOTE: To complete web based courses, proceed through them sequentially, clicking on the various graphical navigation elements: hyperlinked topics on the left, numbers at the bottom, horizontal topic bars, left/right arrows, and/or “Next” buttons. The format for some questions in the online quizzes are drag-and-drop the correct answer into the empty box.

II. For Students – EHS Training Required for an Academic Subject

1. See your Course Instructor or Teaching Assistant about your EHS Training requirements
2. Go to http://ehs.mit.edu/site/training
3. In the section entitled STUDENTS, select link to MIT Learning Center Website – My Training (https://web.mit.edu/training/my_training.html)
4. View and complete your required training

Help:
- For Technical Support contact IS&T (M-F 8 AM to 6 PM), at 617-253-1101 or helpdesk@mit.edu
- For MIT Learning Center Training System Support contact Learning Services Team training@mit.edu
- For EHS Services Support contact EHS (M- F 8AM to 5PM), at 617-452-3477 or environment@mit.edu
1. Go to [http://ehs.mit.edu/site/training](http://ehs.mit.edu/site/training) - click on MIT Learning Center ([https://web.mit.edu/training/learning_center.html](https://web.mit.edu/training/learning_center.html))
2. Click on My Profile ([https://web.mit.edu/training/my_profile.html](https://web.mit.edu/training/my_profile.html)) and then My EHS Training Needs Tab

3. Click on the Update my EHS Profile button

4. Select/update your PI/Supervisor name. This is required. Next select/update the appropriate EHS activities. Suggested activities will be highlighted based on PI/Space Registration Hazards. Save your selections and the resulting page will appear below.

5. Click on the My Required Training link to view your list of required training and training options.

NOTE: MIT Personal Certificates and MIT Certificate Authority are required to log into the MIT Learning Center. Chrome browsers are not currently supported on the MIT Learning Center. Go to [http://ehs.mit.edu/site/training](http://ehs.mit.edu/site/training) for more information.
6. The My Training page will list your Required Training based on your EHS Training Needs.

<table>
<thead>
<tr>
<th>Required Training</th>
<th>Requirement Code</th>
<th>Why is this required for me?</th>
<th>Completion Date</th>
<th>Review By</th>
<th>Status</th>
<th>How can I complete this training?</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemical Hygiene</td>
<td>EHS0100</td>
<td>View (-)</td>
<td>-</td>
<td>-</td>
<td>Incomplete</td>
<td>View</td>
</tr>
<tr>
<td>Lab Specific Chemical Hygiene Training</td>
<td>EHS00110</td>
<td>View (-)</td>
<td>-</td>
<td>-</td>
<td>Complete</td>
<td>View</td>
</tr>
<tr>
<td>Hazardous Waste</td>
<td>EHS000502</td>
<td>View (9/22/2010)</td>
<td>9/22/2010</td>
<td>No Expiration</td>
<td>Completed</td>
<td>View</td>
</tr>
<tr>
<td>Hepatitis Information Form</td>
<td>EHS000220</td>
<td>View (-)</td>
<td>-</td>
<td>-</td>
<td>Completed</td>
<td>View</td>
</tr>
<tr>
<td>General Biosafety for Researchers</td>
<td>EHS000220</td>
<td>View (-)</td>
<td>-</td>
<td>-</td>
<td>Complete</td>
<td>View</td>
</tr>
<tr>
<td>Managerial Hazardous Waste</td>
<td>EHS000501</td>
<td>View (9/22/2010)</td>
<td>9/22/2010</td>
<td>Renewal Paid Due</td>
<td>Complete</td>
<td>View</td>
</tr>
</tbody>
</table>

**Additional Required Training:***
- All personnel using animals or their tissues at MIT, Lincoln Laboratory, or Whitehead Institute must complete Committee on Animal Care (CAC) Orientation before starting experiments involving animals.
- All personnel involved in studies utilizing human or subject, including required Health Insurance Portability and Accountability Act (HIPAA) training, are required to take and pass a training course on human subjects research before embarking on such research.
- Lincoln Laboratory employees involved in studies with human subjects should also notify the Lincoln Lab EHS Office at 781-981-2363.

**A.** By clicking view in this column, you will see the specific reason for the required training.

**B.** By clicking view in this column, the list of completion options will be listed. Click on the Course name, depending on the type of delivery method that works best for you, to enroll into the course.

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