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/jIA4Bq)
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
A. Completing your EHS Training Needs

1. Click on My Profile and the My EHS Training Needs Tab

2. Click on the Update my EHS Profile button

3. Select/update your PI/Supervisor name and 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.

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

Note: To view how to update EHS Training Reconciliation at MIT Learning Center review the EHS Reconciliation Quick Guide:
5. The My Training page will list your Required Training based on your EHS Training Needs.

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

<table>
<thead>
<tr>
<th>Required Training</th>
<th>Requirement Code</th>
<th>Why is this required for me</th>
<th>Completion Date</th>
<th>Renew By</th>
<th>Status</th>
<th>How can I complete this training?</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemical Hygiene</td>
<td>EHS00100</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>Incomplete</td>
<td>View</td>
</tr>
<tr>
<td>Signature: Read Dept. Chem. Hygiene Plan</td>
<td>EHS00111</td>
<td>View</td>
<td>-</td>
<td>-</td>
<td>Incomplete</td>
<td>View</td>
</tr>
<tr>
<td>Bloodborne Path. Researchers</td>
<td>EHS00200</td>
<td>View</td>
<td>04/23/2009</td>
<td>04/22/2010</td>
<td>Renewal Past Due</td>
<td>View</td>
</tr>
<tr>
<td>Hepatitis Information form</td>
<td>EHS00208</td>
<td>View</td>
<td>04/23/2009</td>
<td>No Expiration</td>
<td>Completed</td>
<td>View</td>
</tr>
<tr>
<td>General Biosafety for Researchers</td>
<td>EHS00280</td>
<td>View</td>
<td>04/23/2009</td>
<td>No Expiration</td>
<td>Completed</td>
<td>View</td>
</tr>
<tr>
<td>Managing Hazardous Waste</td>
<td>EHS00501</td>
<td>View</td>
<td>04/15/2009</td>
<td>04/14/2010</td>
<td>Renewal Past Due</td>
<td>View</td>
</tr>
</tbody>
</table>

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.

**Completion Options for General Chemical Hygiene**

<table>
<thead>
<tr>
<th>Course</th>
<th>Delivery Method</th>
<th>Course Code</th>
<th>Sessions Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemical Hygiene (Web)</td>
<td>Web Based Training</td>
<td>EHS00100w</td>
<td>Yes</td>
</tr>
<tr>
<td>General Chemical Hygiene</td>
<td>Classroom Training</td>
<td>EHS00100c</td>
<td>Yes</td>
</tr>
</tbody>
</table>
B. Running EHS Training Reports

1. Click on EHS Training Tools Tab and then Training Reports in the navigation bar.
   
   Note: You will only be presented with options to run reports for DLCs, PIs and people whose training records you have permission to see.

2. **Report 1: DLC Training Report** - calculates the overall complete/not complete percent at the top based on the number of people affiliated with the

![Image of Learner Training Report]

4. **Report 3: Report on all registered users under a PI or Supervisor (PI Training Report)**

![Image of PI Training Report]

**Note:** Click on the button to view a Learner’s Training Requirements or click on the button in the Results toolbar to view all Learners’ Training Requirements. To close this view click on the button.

**Reminder:** Use the button within the page to return to the previous page.