A. Completing your EHS Training Needs – full version: [http://kb.mit.edu/confluence/x/DgCZB8g](http://kb.mit.edu/confluence/x/DgCZB8g)

1. Go to Atlas Learning Center ([http://web.mit.edu/training/learning_center.html](http://web.mit.edu/training/learning_center.html))

2. Click My Profile

3. Click on Create EHS Profile or Update PI/Activities button

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

3b. Select your EHS activities. Suggested activities will be highlighted based on PI/Space Registration Hazards. Click Submit to save.

**Note:** To view how to update EHS Training Reconciliation review the EHS Reconciliation Quick Guide: [http://ehs.mit.edu/site/sites/default/files/files/Training_Reconciliation_QuickGuide.pdf](http://ehs.mit.edu/site/sites/default/files/files/Training_Reconciliation_QuickGuide.pdf)

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**Need Assistance?:** For Technical Support contact IS&T (M-F 8 AM to 6 PM), at 617-253-1101 or [helpdesk-business@mit.edu](mailto:helpdesk-business@mit.edu) || For MIT Learning Center Training System Support contact Learning Services Team [training@mit.edu](mailto:training@mit.edu) || For EHS Services Support contact EHS (M-F 8AM to 5PM), at 617-452-3477 or [environment@mit.edu](mailto:environment@mit.edu)
4. Click My Training Needs tab to see your Required and Recommended Training based on your EHS Training Profile.

The list of required/recommended courses can be filtered by status and/or by priority levels.

A. By hovering to the right of the course code (?) you will see why the course is required/recommended.

B. Click on the course name to see the completion options. Courses will have a classroom and/or web-based option. Click on the option you prefer and enroll.
B. Running EHS Training Reports

1. Go to EHS Training from the Atlas Menu or FULL CATALOG ([http://web.mit.edu/training/ehs_trn_tools.html](http://web.mit.edu/training/ehs_trn_tools.html))

   Note: You will only be presented with options to run reports for DLCs, PIs and people whose training records you have permission to see.

   ![Run Training Report](image)

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

   ![Learner Training Report]

   You will only be presented with options to run reports for DLCs, PIs and people whose training records you have permission to see.

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

   ![PI Training Report]

   You will only be presented with options to run reports for DLCs, PIs and people whose training records you have permission to see.

   **Note:** Click on the [ Expand All ] button in the Results toolbar to view all Learners’ Training Requirements. To close this view click on the [ Collapse All ] button.

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