EHS Training Reconciliation Quick Guide

Navigate to EHS Training Reconciliation

1. From https://web.mit.edu/training/learning_center.html select the ‘EHS Training Tools’ tab at the top of the page
2. Click on the ‘EHS Training Functions’ on the left navigation
3. Click on ‘Training Reconciliation’

The Training Reconciliation function is used by Training Reconcilers, typically an EHS Rep, to confirm, edit or create a relationship between an individual and a PI or Supervisor for the purpose of training. EHS Coordinators will use this function to assign new Training Reconcilers and can also create and edit relationships between trainees and PIs. EHS Lead Contacts have the same authorizations as Coordinators. The EHS Training Needs DLC Reconciler can be assigned to edit Reconcilers and trainees for an entire DLC.

To View Reconcilers and/or Trainees

Click Training Reconciliation under EHS Training Functions on the EHS Training Tools tab of the MIT Learning Center page. The PI/Supervisor Affiliation screen will appear.

Click the to open a DLC and see PI names. You may only see one DLC or one PI Name.

Click the next to a PI or Supervisor name to see a list of Training Reconcilers and/or.

Note: EHS Coordinators and Lead Contacts will see Reconcilers and Trainees. Reconcilers will only see and be able to edit Trainees for whom they are responsible.

To Review or Edit a New Trainee

The most frequent use of the Training Reconciliation function will be to confirm the status of a new trainee. Although Reconcilers can manually enter trainees into the system, the system automatically adds a trainee into the system when they complete their online EHS Training Needs. Reconcilers can check the list of trainees associated with their PI/Supervisor at any time, but will be sent an email reminder twice a year to update the list of trainees. The default months for this are October and June but departments can choose two months that are better suited to their schedules.

On the PI/Supervisor Affiliation screen click the Edit Trainee button. The Trainees: Add/ Edit screen appears.

There are four possible Status settings for a trainee. Click the circle next to Inactive or Incorrect to change the status. You must click Save to make your change permanent.

Choosing Incorrect will remove the person from the list of trainees associated with this PI/Supervisor.

You may also Reassign a trainee to another PI/Supervisor by clicking the Reassign button at the end of the row. If you only have access to a single PI, then the reassign button is not displayed.
To Complete Training Reconciliation with No Changes

Click Training Reconciliation under EHS Training Functions on the EHS Training Tools tab of the MIT Learning Center page. The PI/Supervisor Affiliation screen will appear.

Click the to open a DLC and see PI names. You may only see one DLC or one PI Name.

Click the next to a PI or Supervisor name to see a list of Training Reconcilers and/or.

Once the list has been reviewed, click the Reconciliation Complete button. This button can also be found in the Edit Trainee Screen.

Note: EHS Coordinators and Lead Contacts will see Reconcilers and Trainees. Reconcilers will only see and be able to edit Trainees for whom they are responsible.

To Add a New Trainee

Click Training Reconciliation under EHS Training Functions on the EHS Training Tools tab of the MIT Learning Center page. The PI/Supervisor Affiliation screen will appear.

Click the to open a DLC and see PI names. You may see only one DLC or one PI Name. PIs are always grouped under a DLC. You can have a DLC without a PI, but you cannot have a PI without a DLC.

Click the next to a PI name to see a list of Trainees currently listed for that PI.

Click the Edit Trainee button and then the Add Trainee button. The Add Trainee search dialog box appears.
Enter the last name of the Trainee you wish to add and click on the Find button.

Select the desired name from the Search Results by clicking on the check box and clicking the OK button.

You may repeat this process to add more trainees.

Each time you add a trainee the Trainees: Add / Delete screen appears.

From this screen you may change a trainee's status, delete the trainee or reassign the trainee to another PI or Supervisor if you have authorization to update the list for multiple supervisors.

See the section To Review or Edit a New Trainee above.

When you are finished, click the Back button.
To Add a New Reconciler

On the MIT Learning Center click on the EHS Training Tools tab select EHS Training Functions and then Training Reconciliation. The PI/Supervisor Affiliation screen will appear. There you will see any DLCs for which you are a Training Reconciler.

Click the to open a DLC and see PI names.

Click the next to a PI name to see a list of Training Reconcilers and Trainees for that PI.

Click the Edit Training Reconcilers button.

Enter last name of the Reconciler you wish to add and click on the Find button.

Select the desired name from the Search Results by clicking the check box ( ) next to the Personnel No.

You may repeat this process to add more reconcilers.

The Edit Reconcilers screen appears with a list of all reconcilers including the new one.

You may click the next to the name of any reconciler you wish to remove. Doing this will remove reconciler access for this person.

You must click the Save button to save any additions or deletions.

Click the Back button to go back to the PI/Supervisor Affiliation screen. You will see the changes you have made.