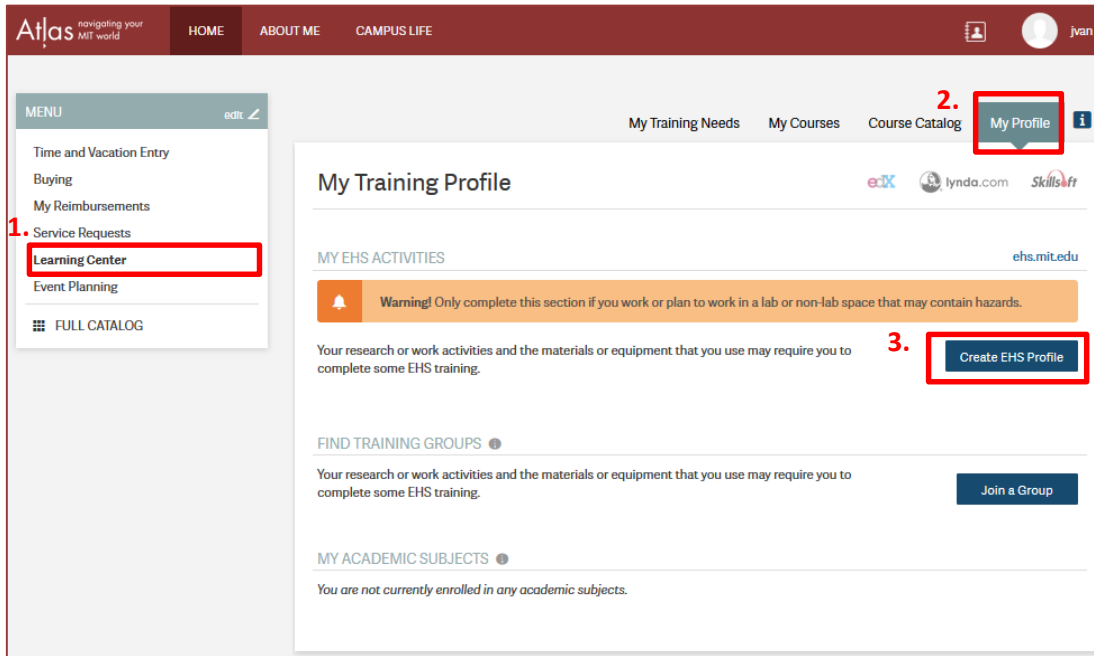


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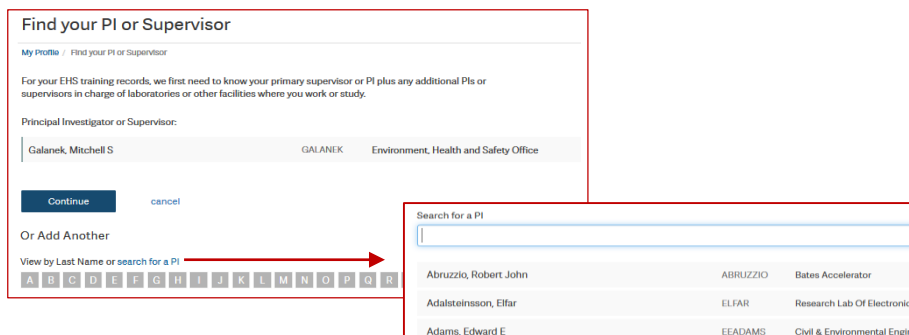
(Full Version of EHS Training Needs Guide: <http://kb.mit.edu/confluence/x/DgCZBg>)

Completing your EHS Training Needs: Contact your EHS Rep about your lab’s training requirements.

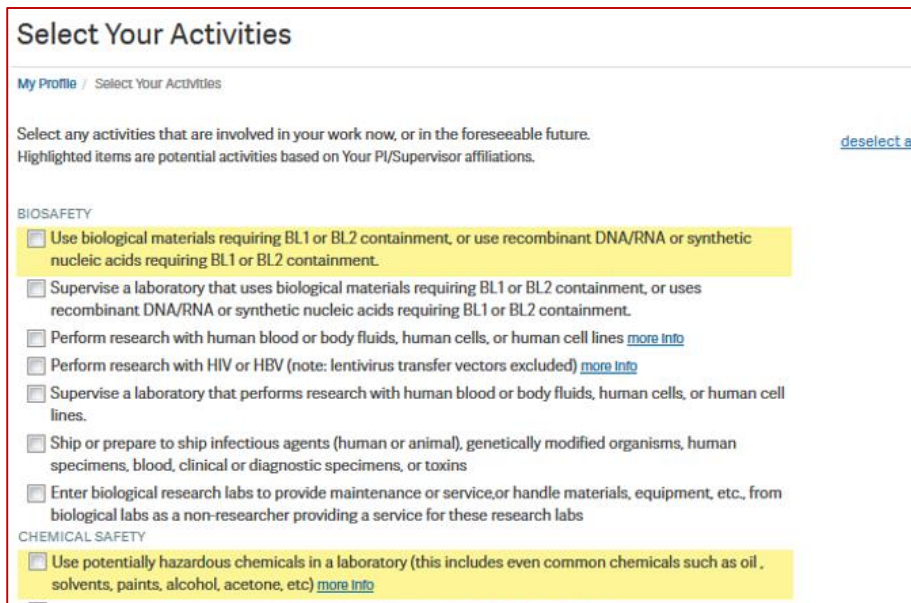
1. Go to Atlas Learning Center (http://web.mit.edu/training/learning_center.html)
2. Click on My Profile
3. Click Create EHS Profile or Update PI/Activities button



- 3a. Select your PI. You can view the PI names by last name or search for a PI. If your PI is not listed you can click “Continue without a PI” and email the EHS Office, environment@mit.edu to assist with your PI selection.



- 3b. Click the Continue button to select Activities and Submit to save. Suggested activities will be highlighted based on PI/Space Registration Hazards. Save your selections and the resulting page will appear below.



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4. Click My Training Needs tab to see your Required & Recommended based on your profile. Past Due requirements will appear first in the list. Training requirements/recommendations can be filtered by status and/or priority.

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.

Help:

- For Technical Support contact IS&T (M-F 8 AM to 6 PM), at 617-253-1101 or helpdesk-business@mit.edu
- For 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