

# Update Your Training Activities

*Template emails for notifying users*



The EHS Training Needs Profile is the mechanism by which individuals associate with their Principal Investigator (PI) or Supervisor, identify hazards they'll be working with in their lab or workspace, and receive appropriate required training.

Use the email templates below to notify lab/shop members to select / de-select training activities and hazards. These templates are intended for use by EHS Coordinators or DLCI EHS Reps to contact individual trainees about their training activities.

## Template 1: Select Your Training Activities

Hello, [trainee name]

Please follow the instructions below to trigger your EHS training requirements.

- 1) Access the Atlas Learning Center 'My Profile' tab: [https://web.mit.edu/training/my\\_profile.html](https://web.mit.edu/training/my_profile.html)
- 2) Select 'Update PI / Activities'.
- 3) Click 'Save and Continue'.
- 4) Read through the list of Activities and select those that apply to you. Click on the 'more info' links provided for some activities to ensure you make an appropriate selection.
- 5) Click 'Submit' at the bottom of the page.
- 6) Select the 'My Training Needs' tab to access your required and recommended training courses.

Let me know if you have any questions.

Thank you,

[Your name]

## Template 2: De-Select Training Activities

Hello, [trainee name]

Please follow the instructions below to de-select activities and remove associated training.

- 1) Access the Atlas Learning Center 'My Profile' tab: [https://web.mit.edu/training/my\\_profile.html](https://web.mit.edu/training/my_profile.html)
- 2) Select 'Update PI / Activities'.
- 3) Click 'Save and Continue'.
- 4) Find and de-select activities that you no longer perform in your lab, shop, or work area.
- 5) Click 'Submit' at the bottom of the page.

Let me know if you have any questions.

Thank you,

[Your name]

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## Version History

Date	Version	Reason for Change	Approval
08-May-2025	1.0	Original issue date	P. Fischetti