

Creating Your Training Needs Profile

Introduction

An accurate EHS Training Needs Profile is critical to the success of the EHS Management System. It is the mechanism by which individuals associate with their Principal Investigator (PI) or Supervisor, identify the hazards they'll be working with in their lab or workspace, and receive appropriate required training.

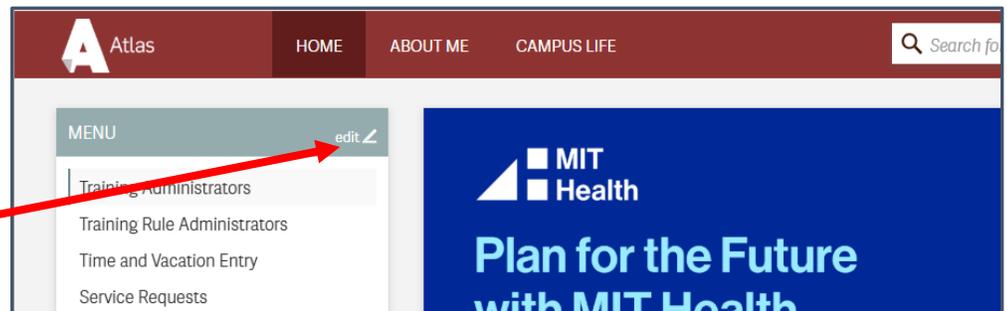
These instructions will walk you through completing your Training Needs Profile in Atlas. A video of the process [can be viewed here](#).

Step 1 – Accessing the Learning Center

Open Atlas

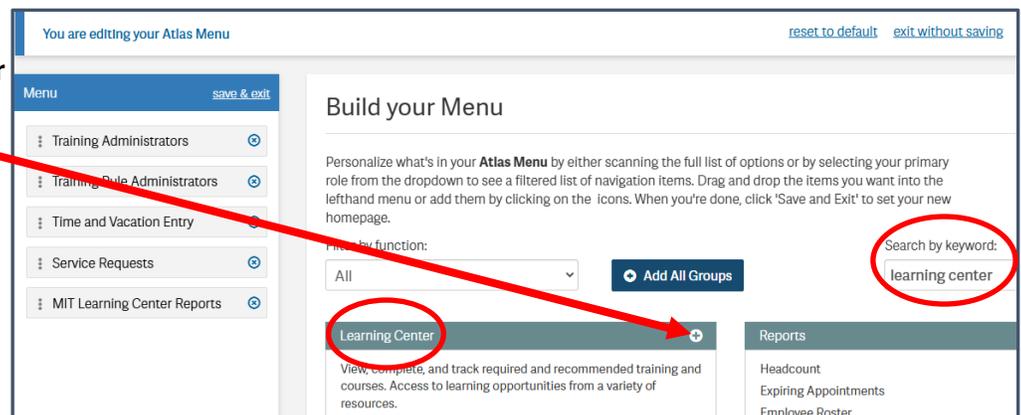
In the MENU on the left, navigate to the **Learning Center**.

If Learning Center does not appear in the MENU, click edit.

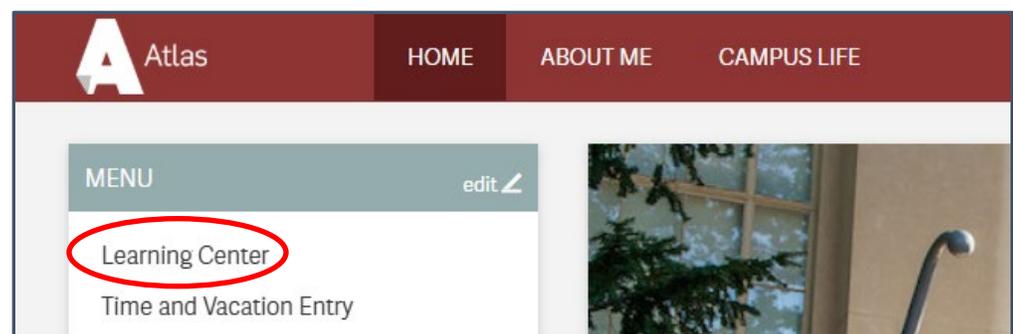


Search for **Learning Center** and click the + to add it to your MENU.

Click “save and exit”.



Click on **Learning Center**.

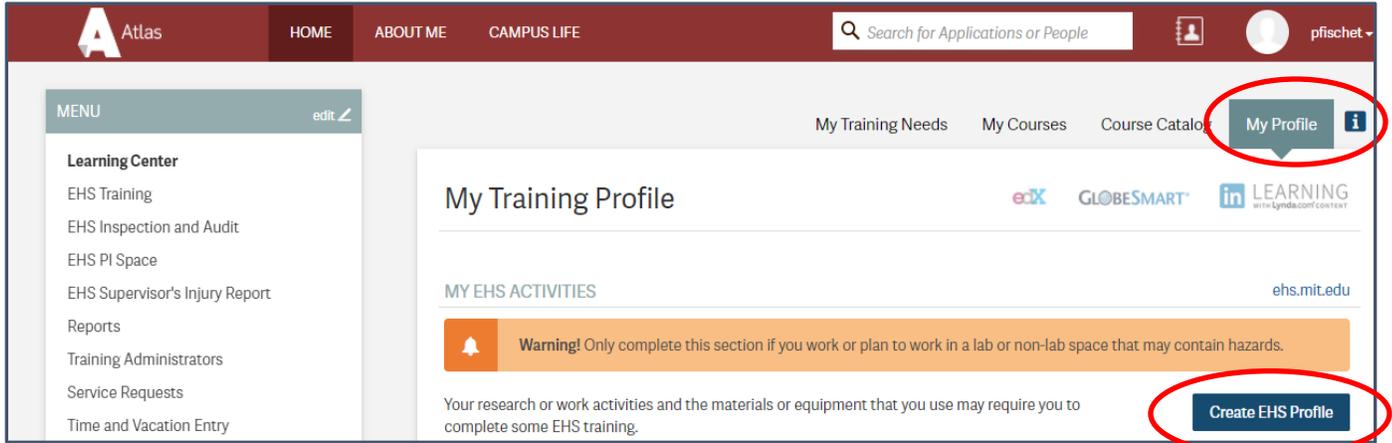


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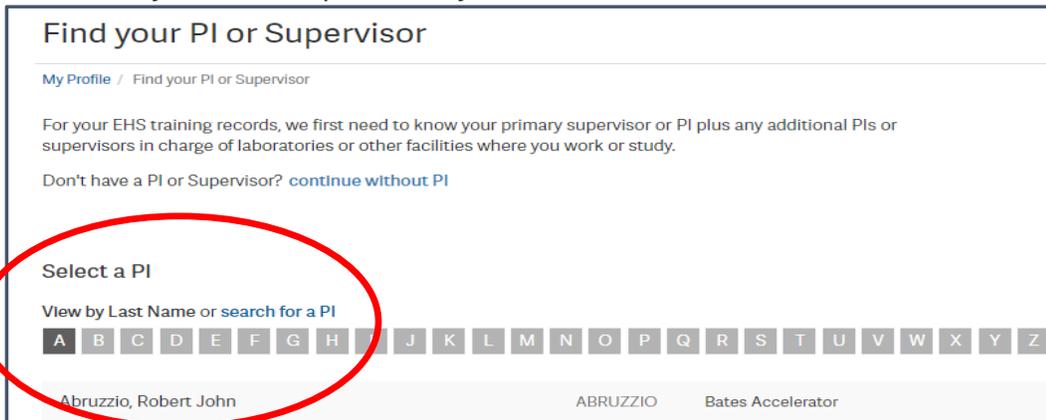
Step 2 – Creating Your EHS Training Profile

Once in the Learning Center, click on the ‘My Profile’ tab.

➤ If you have not yet created a profile, click **Create EHS Profile**:

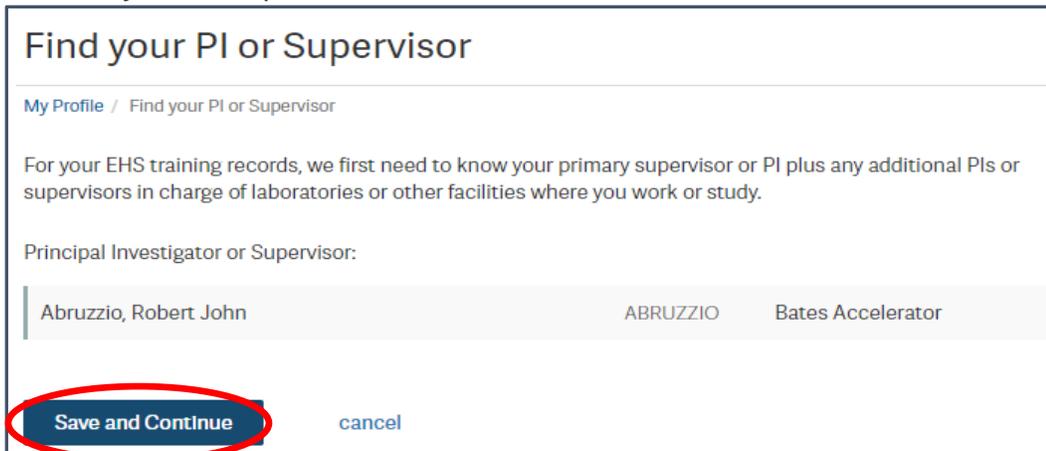


Search for your PI or Supervisor by last name:



Note: If you do not have a PI or supervisor, click on ‘continue without PI’.

Click on your PI/Supervisor’s name and click **Save and Continue**:

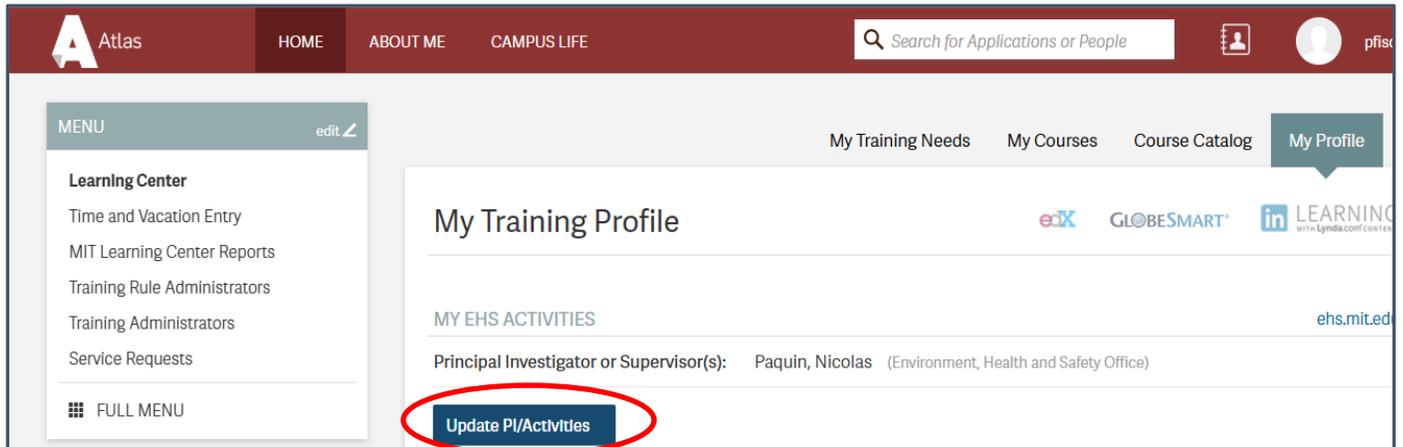


If you have another PI or Supervisor, repeat the process under ‘Or Add Another’.

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Step 3 – Selecting Your Work Activities

Once you have added your PI/Supervisor, or if your PI/Supervisor already appears, click **Update PI/Activities**.



The screenshot shows the 'My Training Profile' page in the Atlas system. The page header includes navigation links for 'HOME', 'ABOUT ME', and 'CAMPUS LIFE', along with a search bar and user profile information. A left-hand menu lists various options under 'Learning Center'. The main content area displays 'My Training Profile' with a sub-section for 'MY EHS ACTIVITIES'. Below this, it shows the 'Principal Investigator or Supervisor(s)' as 'Paquin, Nicolas (Environment, Health and Safety Office)'. A blue button labeled 'Update PI/Activities' is highlighted with a red circle.

You will now select the Activities related to your work. Activities are broken into six groups: Biosafety, Chemical Safety, Ergonomics & Noise, Ionizing Radiation, Non-Ionizing Radiation and Specialized Safety.

Check any activity that you complete or perform in the lab or workspace. Consult with your PI/Supervisor or EHS Rep if you have any questions or need clarification on your job role and related training requirements.

Select Your Activities

[My Profile](#) / Select Your Activities

Select any activities that are involved in your work now, or in the foreseeable future.
Highlighted items are potential activities based on Your PI/Supervisor affiliations.

[deselect all](#)

BIOSAFETY

- Use biological materials (including microorganisms, plants, animals, recombinant or synthetic DNA/RNA, etc.), requiring BL1 or BL2 containment.
- Supervise a laboratory that uses biological materials (including microorganisms, recombinant or synthetic DNA/RNA, etc.), requiring BL1 or BL2 containment.
- Perform research with human blood or body fluids, human cells or tissues, or human cell lines or using a material containing a bloodborne pathogen (e.g. HIV, HBV, HCV, malaria). [more info](#)
- Conduct research requiring BL2+ containment (e.g. viral vectors that can lead to oncogenesis, propagating HIV, HBV, HCV). [more info](#)
- Supervise a laboratory that uses human blood or body fluids, human cells or tissues, or human cell lines or using a material containing a bloodborne pathogen (e.g. HIV, HBV, HCV, malaria).

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When complete, click **Submit** at the bottom of the form:

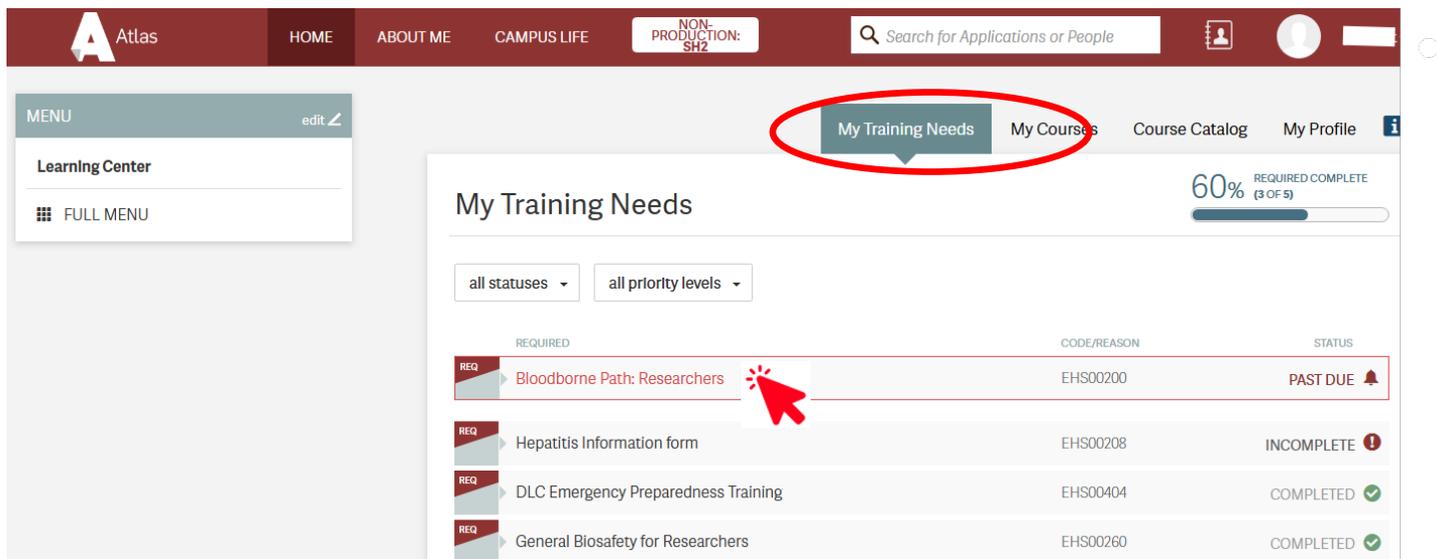
Conduct maintenance, servicing or other procedure on equipment or tools that could expose personnel to potentially hazardous energies. (electrical, pressure, hydraulic, stored kinetic, etc..) [more info](#)

SubmitCancel

Selecting **Cancel** will bring you back to the PI/Supervisor selection screen if you need to start over.

Step 4 – Completing Your EHS Training

To access the EHS training courses to complete before conducting work in your lab or workspace, select the **My Training Needs** tab in the Learning Center.



REQUIRED	CODE/REASON	STATUS
▶ Bloodborne Path: Researchers	EHS00200	PAST DUE 🚨
▶ Hepatitis Information form	EHS00208	INCOMPLETE ⚠️
▶ DLC Emergency Preparedness Training	EHS00404	COMPLETED ✅
▶ General Biosafety for Researchers	EHS00260	COMPLETED ✅

On this page, you'll see a list of training courses, their course code, and your completion status. Select the course name to access a web-based course or to book a classroom course.

Version History

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