



ACCESS ONLINE TRAINING IN EHS ASSIST

Click this [link](#) to access the Online Courses directly.

Full link can be emailed or posted on a website:
<https://ehsawebprod.emory.edu/ehsa/login?showwebtraining=yes>

Log into Emory Single Sign on with your credentials.

Staff will see all the online courses that have been assigned to them and are required.

Required courses are highlighted in **BLUE** or **RED**.

Course #	Description	Due Date	Category
240020	EHS Training for Building and Residential Staff (BRS)	02-01-2021	SAFETY & IH
240230	Regulated Waste Management	11-15-2023	SAFETY & IH
240140	Hazard Communication for University Workers	10-27-2025	SAFETY & IH
240180	Respiratory Protection for University Workers	09-20-2023	SAFETY & IH
242200	Ladder Safety	02-01-2023	SAFETY & IH
242216	Proper Lifting Techniques	01-31-2023	SAFETY & IH
242181	Respiratory Protection for Single-Use Respirators	Offered, But Not Required	SAFETY & IH

Courses that are offered but **not required** are listed in **BLACK**.

Courses highlighted in **BLUE** are required but not due yet.

Course #	Description	Due Date	Category
240020	EHS Training for Building and Residential Staff (BRS)	02-01-2021	SAFETY & IH
240230	Regulated Waste Management	11-15-2023	SAFETY & IH
240140	Hazard Communication for University Workers	10-27-2025	SAFETY & IH
240180	Respiratory Protection for University Workers	09-20-2023	SAFETY & IH
242200	Ladder Safety	02-01-2023	SAFETY & IH
242216	Proper Lifting Techniques	01-31-2023	SAFETY & IH
242181	Respiratory Protection for Single-Use Respirators	Offered, But Not Required	SAFETY & IH

In this example three courses are compliant (not due yet) and are highlighted in **BLUE**.

- Regulated Waste Management
- Hazard Communication for University Workers
- Respiratory Protection for University Workers

Courses highlighted in **RED** are required and overdue.

In this example three courses are overdue and highlighted in **RED**.

- EHS Training for Building and Residential Staff (BRS)
- Ladder Safety
- Proper Lifting Techniques

	Course #	Description ↑	Due Date ↓	Category
Start	240020	EHS Training for Building and Residential Staff (BRS)	02-01-2021	SAFETY & IH
ENVIRONMENTAL				
Start	240230	Regulated Waste Management	11-15-2023	SAFETY & IH
GENERAL SAFETY / INDUSTRIAL HYGIENE				
Start	240140	Hazard Communication for University Workers	10-27-2025	SAFETY & IH
Start	240180	Respiratory Protection for University Workers	09-20-2023	SAFETY & IH
Start	242200	Ladder Safety	02-01-2023	SAFETY & IH
Start	242216	Proper Lifting Techniques	01-31-2023	SAFETY & IH
Start	242181	Respiratory Protection for Single-Use Respirators	Offered, But Not Required	SAFETY & IH

When ready, staff can select the Start button to begin a course.

	Course #	Course Name ↑	Due Date ↓	Category
Start	EST3	How to take a web course in EHSA	Offered, But Not Required	ADMINISTRATIVE

Courses will display in this style and format.

The first slide includes the basic instructions:

- Advance through the course using the Previous and Next buttons

Select the Next Button to advance to the next slide.

Web Training / Web Session Edit Labels Save & Exit Cancel

How to take a web course in EHSA Course Progress:

← Previous

Next →

How to complete this course

To navigate this course use the **PREVIOUS & NEXT** buttons on the upper right side of the screen. You can exit and return to the course if you select **"Save and Exit"**.

Multiple choice questions will appear throughout the course - the passing score is 100%. You can retake the course as needed.

At the end of the course, in order to complete it, you will need to click on "Save as Complete". By doing this, you will ensure the course has been completed and will also find out if you have successfully passed the course.

For questions about this course please contact us!

Email: etraini@emory.edu
Phone: 404-727-5922
URL: [EHSO.EMORY.EDU](https://ehso.emory.edu)

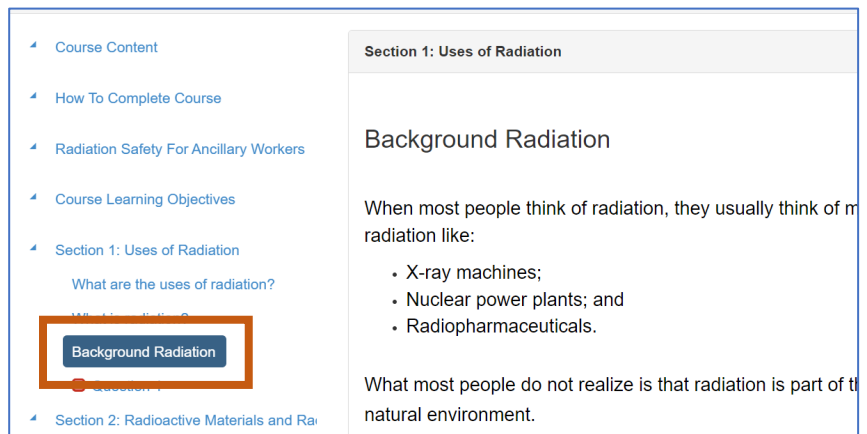
In addition to the Previous and Next buttons, you can use the interactive table of contents on the left side of the screen to return to previous content.

Your progress through the course is displayed in progress bar in the upper right.

Questions are presented throughout the course.

A score of 100% is required to pass the courses; retakes are allowed.

When answering questions you can select the continue button at the bottom or the Next button to advance.



This screenshot shows a course navigation menu on the left and a content area on the right. The menu includes items like 'Course Content', 'How To Complete Course', and 'Section 1: Uses of Radiation'. The 'Background Radiation' item is highlighted with a blue box. The content area on the right is titled 'Section 1: Uses of Radiation' and contains the text 'Background Radiation' followed by a paragraph and a bulleted list of radiation uses.

Course Content

How To Complete Course

Radiation Safety For Ancillary Workers

Course Learning Objectives

Section 1: Uses of Radiation

What are the uses of radiation?

Background Radiation

Section 2: Radioactive Materials and Ra

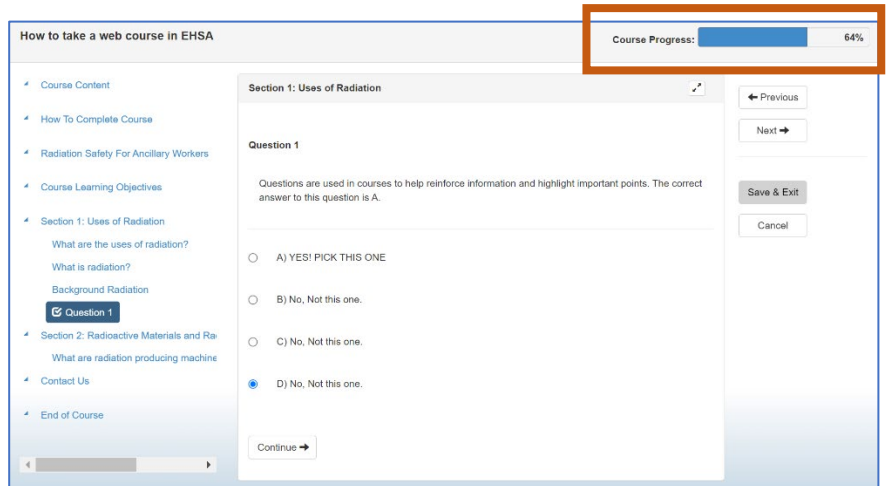
Section 1: Uses of Radiation

Background Radiation

When most people think of radiation, they usually think of m radiation like:

- X-ray machines;
- Nuclear power plants; and
- Radiopharmaceuticals.

What most people do not realize is that radiation is part of t natural environment.



This screenshot shows the course progress bar at the top right, indicating 'Course Progress: 64%'. Below it is a question interface for 'Section 1: Uses of Radiation'. The question asks 'What is radiation?' and provides four multiple-choice options. The 'Continue' button is visible at the bottom of the question area.

How to take a web course in EHS

Course Progress: 64%

Section 1: Uses of Radiation

Question 1

Questions are used in courses to help reinforce information and highlight important points. The correct answer to this question is A.

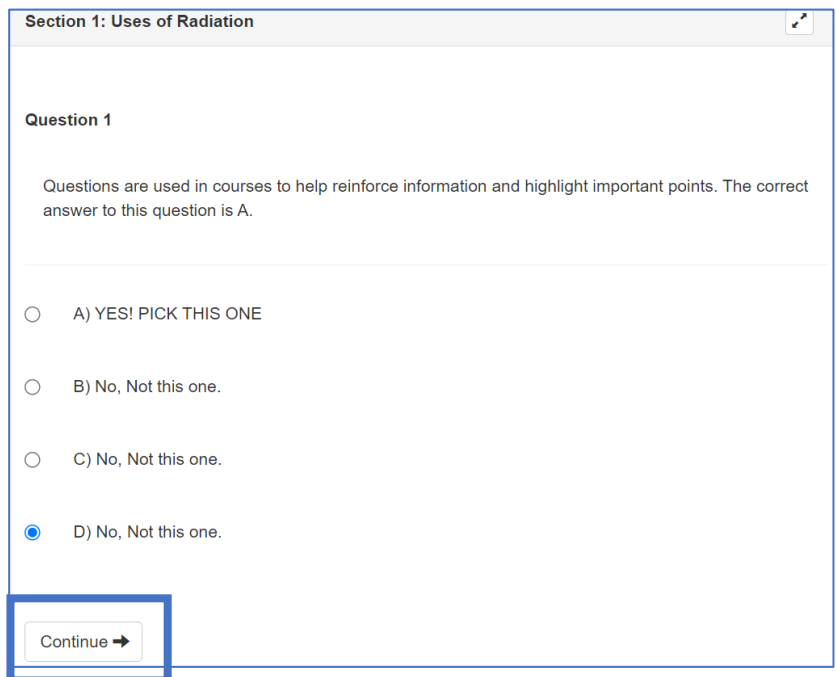
A) YES! PICK THIS ONE

B) No, Not this one.

C) No, Not this one.

D) No, Not this one.

Continue →



This screenshot shows a close-up of the question interface. The question is 'What is radiation?' and the options are A) YES! PICK THIS ONE, B) No, Not this one., C) No, Not this one., and D) No, Not this one. The 'Continue' button is highlighted with a blue box.

Section 1: Uses of Radiation

Question 1

Questions are used in courses to help reinforce information and highlight important points. The correct answer to this question is A.

A) YES! PICK THIS ONE

B) No, Not this one.

C) No, Not this one.

D) No, Not this one.

Continue →

Continue through the course content until you reach the End of Course slide.

Follow the instructional text and select Next.

To complete the course

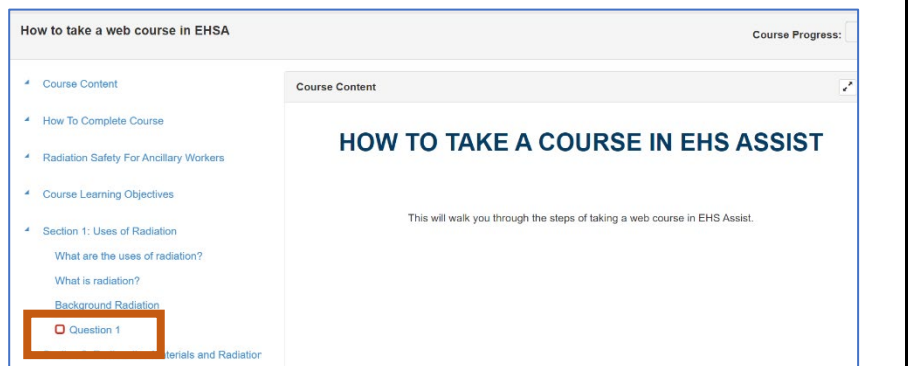
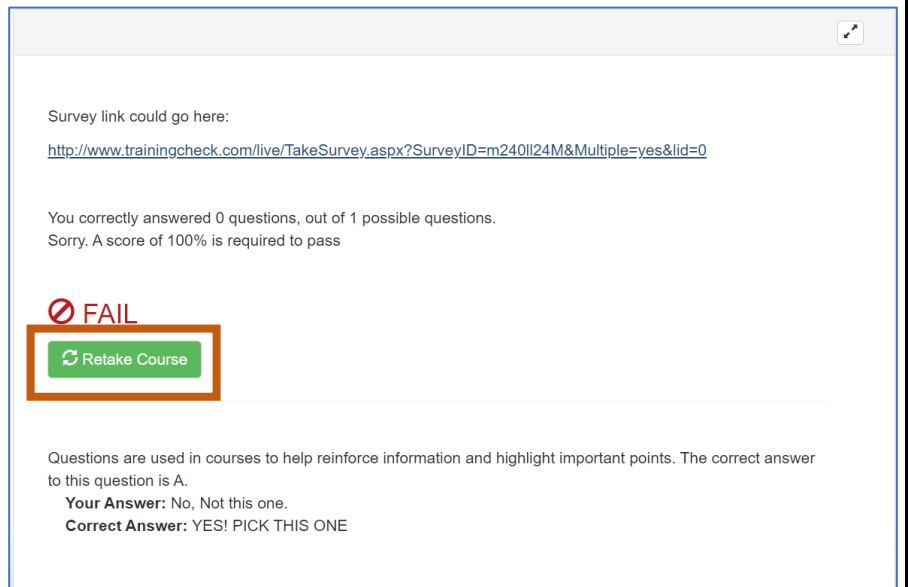
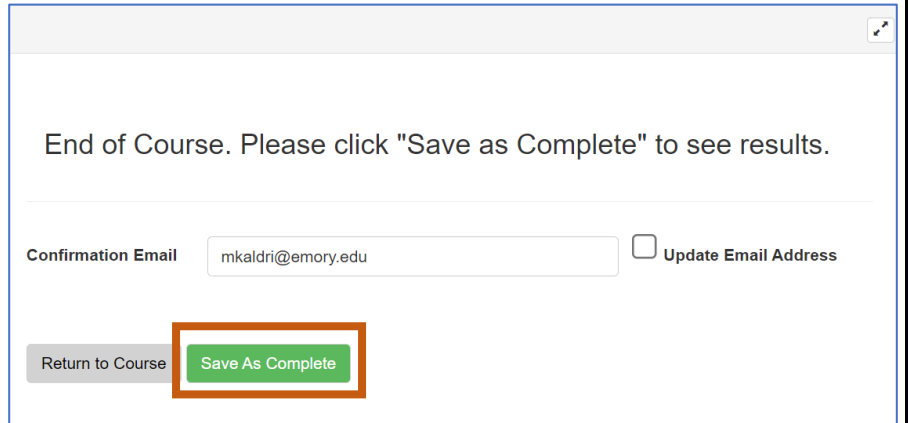
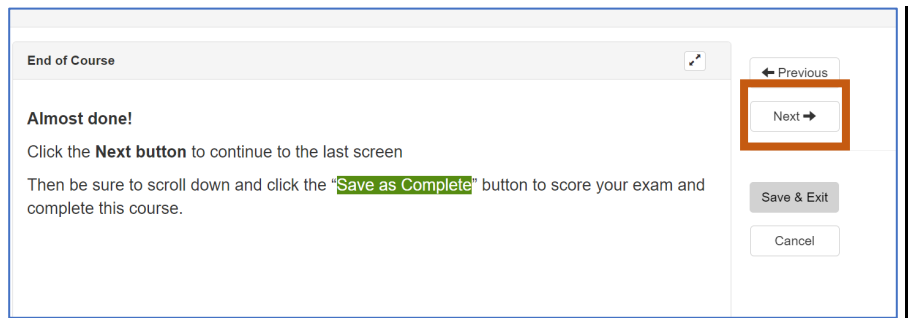
- Click the green Save As Complete button.

In this case the score was not 100% and I need to retake the course.

Click the green Retake Course button. The incorrect question(s) are listed for review.

The user is returned to the first slide of the course.

I am going to review the material to ensure I have a better understanding and then return to the question and try again.



Click Continue or the Next button.

Question 1

Questions are used in courses to help reinforce information and highlight important points. The correct answer to this question is A.

- A) YES! PICK THIS ONE
- B) No, Not this one.
- C) No, Not this one.
- D) No, Not this one.

Continue →

Follow the same process as before and continue to the End of Course slide

End of Course. Please click "Save as Complete" to see results.

Confirmation Email Update Email Address

Return to Course **Save As Complete**

This attempt was a success, and the course was passed. Click Save & Exit to close the course.

Save & Exit **Cancel** **Logout**

Course Progress: **100%**

Survey link could go here:
<http://www.trainingcheck.com/live/TakeSurvey.aspx?SurveyID=m240II24M&Multiple=yes&lid=0>

You correctly answered 1 questions, out of 1 possible questions.
Congratulations! You've passed How to take a web course in EHSA

✔ PASS

You will be returned to your main training screen.

The Course will be updated with the new due date and be highlighted in **BLUE**.

You can continue to complete any overdue courses or exit the browser.

An email is sent to confirm each passing score.

The screenshot shows a user interface for training management. On the left, 'Trainee Information' displays the name 'Mary Aldrich' and a confirmation 'I am, Mary Aldrich'. The main area, 'Web Based Training Courses', lists various courses. A table below shows course details:

Start	Course #	Description	Due Date	Category
[Start]	240020	EHS Training for Building and Residential Staff (BRS)	02-01-2021	SAFETY & IH
[Start]	240230	Regulated Waste Management	11-15-2023	SAFETY & IH
[Start]	240140	Hazard Communication for University Workers	10-27-2025	SAFETY & IH
[Start]	240180	Respiratory Protection for University Workers	09-20-2023	SAFETY & IH
[Start]	242200	Ladder Safety	02-01-2023	SAFETY & IH
[Start]	242216	Proper Lifting Techniques	01-31-2023	SAFETY & IH
[Start]	242181	Respiratory Protection for Single-Use Respirators	Offered, But Not Required	SAFETY & IH

The email notification is from ehso@emory.edu to Mary Katherine Aldrich. It includes an attachment 'Emory Web Training History Certificate.PDF' (18 KB) and a 'LinkedIn' link. The main text of the email reads:

Dear Mary Aldrich,
You have successfully completed TEST3 - How to take a web course in EHS on Tuesday, February 7, 2023. Attached is a copy of the certificate for your records.

NOTES:

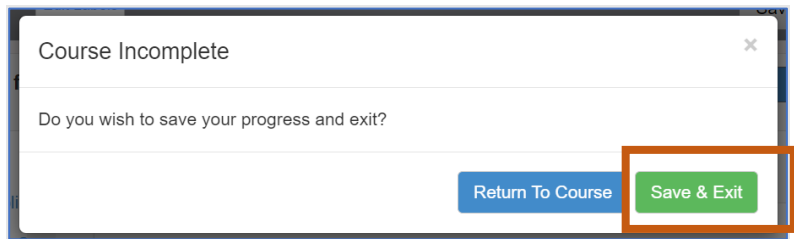
You can exit the course at any time and return where you left off. Click **Save & Exit**.

The screenshot shows the course 'Hazard Communication for University Workers' with a progress bar at 56%. A 'Save & Exit' button is highlighted with an orange box. The course content includes a question:

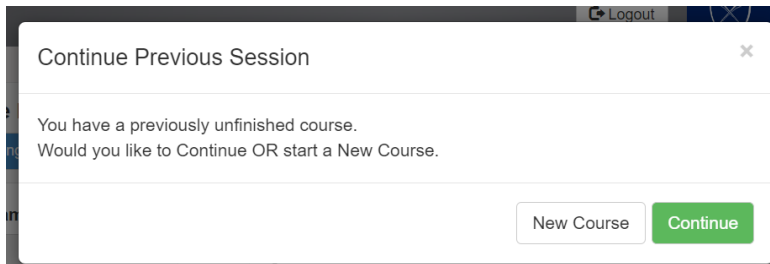
Question 5
Which pictogram is used for reactives?

- A) Exploding Bomb
- B) Gas Cylinder
- C) Skull and Crossbones

Confirm Save & Exit again.



When you log in the next time,
you can continue the course where
you left off.



Choose New Course or Continue.

Questions or feedback?

Please contact: etraini@emory.edu