SUPERVISOR’S TRAINING REVIEW FOR DIRECT REPORTS

Click this [link](#) to access the EHS Assist database or follow the prompts below:

Start at the Emory EHSO website: [ehso.emory.edu](http://ehso.emory.edu)

Click Resources > Systems.

Click on Systems > EHS Assist

Log into Emory Single Sign on with your credentials.
You will arrive on the main page for EHS Assist.

Select PI Overview

Select Training

Select permit with the format: General G-#####

All the staff affiliated with your permit will display under Training Requirement & Status.
Scroll through to verify the correct staff are listed.

Select the Worker Requirements box to see the training assignments and status.

Required courses are listed along with status:
1. Never Completed*
2. In Compliance
3. Due in 30 days
4. Overdue

*Note: some courses may appear as never completed because some overdue courses were not imported.

Supervisors can add and remove staff from the Worker Registration icon on the main page.

Return to the main screen by selecting the EHSA link at the top left of the screen.
Select the Worker Registration Icon.

To remove staff, select the red Remove from Permit button next to the staff name.
The button will turn green, and the text will change to “Pending Removal”

Click the green button to cancel the removal.

To Add New staff select the Search Worker button.

- Type the Last name ONLY and click Search.
- Click on the column for Name to sort alphabetically Z > A or A < Z.
- Click Select when you find the person you want to add.
The Worker Information screen will open.

Add the reason you want to add the staff (ex. *Add to my permit and assign training for electrician*).

In the Worker Link section, you will select the permit to attach them to.

Locate the Permit Number field and select the drop-down arrow.

Select the correct permit G-####

Note: EHS-## permits are for managing inspections.

Click Save to complete
EHSO will approve the requested changes and assign the correct training based on the training matrix and the information provided.

If there are any questions about training, EHSO will reach out to the supervisor.

Select the EHSA icon in the upper left to return to the main screen.

You can close your browser.

Questions or feedback?
Please contact: etraini@emory.edu