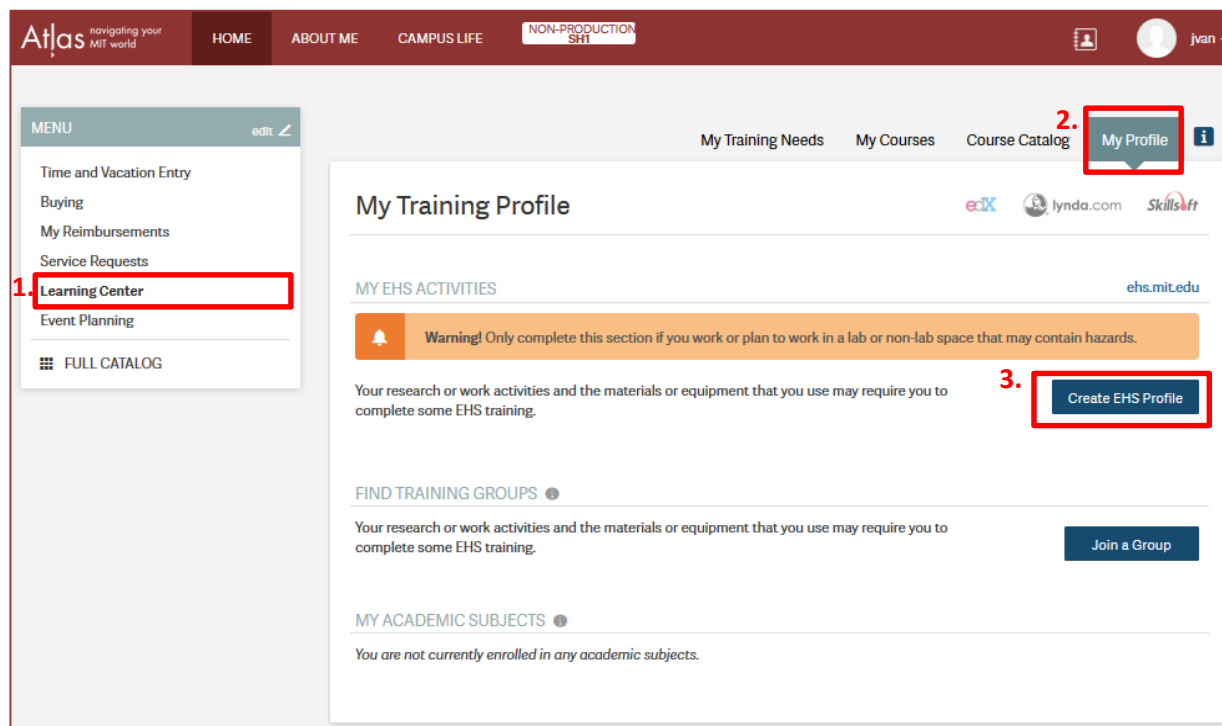


MIT Learning Center – Quick Guide for EHS Reps, Coordinators and Staff

A. Completing your EHS Training Needs – full version: <http://kb.mit.edu/confluence/x/DgCZBg>

1. Go to Atlas Learning Center (http://web.mit.edu/training/learning_center.html)



2. Click My Profile

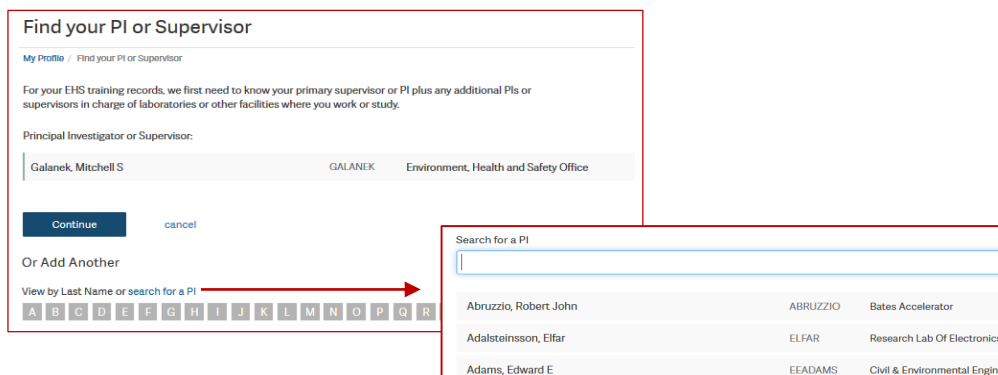
3. Click on Create EHS Profile or Update PI/Activities button

3a. Select/update your PI/Supervisor name.

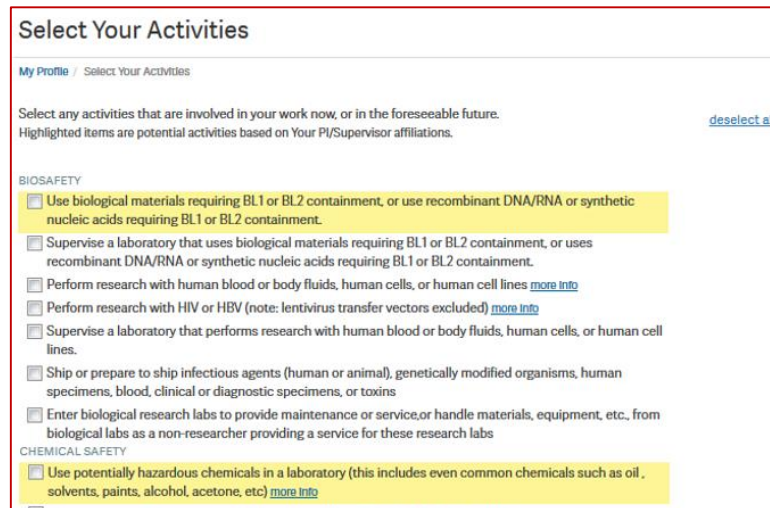
3b. Select your EHS activities. Suggested activities will be highlighted based on PI/Space Registration Hazards. Click Submit to save.

Note: To view how to update EHS Training Reconciliation review the EHS Reconciliation Quick Guide: http://ehs.mit.edu/site/sites/default/files/files/Training_Reconciliation_QuickGuide.pdf

3a. Find your PI or Supervisor



3b.



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

MIT Learning Center – Quick Guide for EHS Reps, Coordinators and Staff

4. Click My Training Needs tab to see your Required and Recommended Training based on your EHS Training Profile.

4. My Training Needs

60% REQUIRED COMPLETE (3 OF 5)

0% RECOMMENDED COMPLETE (0 OF 1)

Welcome to the Learning Center

Below is a personalized list of your Training Needs, both required and recommended assignments based on your work at MIT. Some Training Needs are assigned to you by others, and some are the result of selections you make via 'My Profile.' Training may include classroom courses, web-based courses, signatures, or medical forms. Click on each Training Need to see your completion options. Please contact training@mit.edu for assistance.

all statuses | all priority levels

REQUIRED	CODE/REASON	STATUS
Lab Specific Chemical Hygiene Training	EHS00110	PAST DUE
Signature: Read Dept. Chem. Hygiene Plan	EHS00111	INCOMPLETE
General Chemical Hygiene	EHS00100	COMPLETED
General Biosafety for Researchers	EHS00260	COMPLETED
Managing Hazardous Waste	EHS00501	EXPIRES 08/27/2016

all statuses | all priority levels

all statuses | all priority levels

all statuses | all priority levels

not yet completed | completed | required only | recommended only

A. By hovering to the right of the course code (?) you will see why the course is required/recommended.

REQUIRED	CODE/REASON	STATUS
Lab Specific Chemical Hygiene Training	EHS00110	PAST DUE
Signature: Read Dept. Chem. Hygiene Plan		INCOMPLETE
General Chemical Hygiene	EHS00100	COMPLETED

Activity Use potentially hazardous chemicals in a laboratory (this includes even common chemicals such as oil, solvents, paints, alcohol, acetone, etc)

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.

ASSIGNMENT FULFILLMENT OPTIONS (You must complete ONE of the following)

Managing Hazardous Waste (Classroom) CLASSROOM
Course Code: EHS00501c

Managing Hazardous Waste (web) (Web-Based) WEB-BASED
Course Code: EHS00501w

MIT Learning Center – Quick Guide for EHS Reps, Coordinators and Staff

B. Running EHS Training Reports

- Go to EHS Training from the Atlas Menu or FULL CATALOG (http://web.mit.edu/training/ehs_trn_tools.html)

Note: You will only be presented with options to run reports for DLCs, PIs and people whose training records you have permission to see.

Run Training Report

This web page allows authorized EHS administrators and departmental administrators to run a report on EHS Training required and completed. To run reports, you need an MIT Certificate and appropriate authorizations defined in the Roles Database.

Report 1: All registered users within a DLC

Department, Lab or Center:

Group Results by PI:

Exclude Ex-Employees & Ex-Students:

[Run Report ▶](#)

Report 2: An individual person

Kerberos ID: [Lookup Learner](#)

[Run Report ▶](#)

Report 3: Report on all registered users under a PI or supervisor

Department, Lab or Center:

PI or Supervisor:

Exclude Ex-Employees & Ex-Students:

[Run Report ▶](#)

- Report 1: DLC Training Report** - calculates the overall complete/not complete percent at the top based on the number of people affiliated with the

DLC Training Report

DLC: D_KI - Koch Institute for Integrative Cancer Research

Training Statistics	Number of Learners	Incomplete	Complete	% Complete
	745	146	599	80%

[BACK](#)

[Results](#) ▶ Expand All ▶ Collapse All

▼ Learner	Kerberos ID	PI / Supervisor(s)	Last Activity Selection Date	MIT Affiliation	Has completions w/o triggers	Number of Req's	Incomplete	Complete	% Complete	Status
▼ Amon, Angelika B (ANGELIKA) - D_KI										
▶ Amon, Angelika B	angelika	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	8	0	8	100.0 %	✓
▶ Attner, Michelle Andrea	mattner	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	✓
▶ Berchowitz, Luke Edwin	lukab	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	6	1	5	83.3 %	!
▶ Blank, Heidi Marie	hblank	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	6	0	6	100.0 %	✓
▶ Boehmer, Christian	cboehmer	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	No	6	4	2	33.3 %	!
▶ Bonney, Megan Ellis	mbonney	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	✓
▶ Cimino, Jennifer O	joyoung	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	6	0	6	100.0 %	✓
▶ Dodgson, Stacie Elizabeth	sdodgson	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	✓
▶ Falk, Jill E	jfalk	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	✓
▶ Goranov, Alexi I	goranov	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	No	6	0	6	100.0 %	✓
▶ Kim, Bong Soon	hongkim	Amon, Angelika B (ANGELIKA) - D_KI		Employee	Yes	4	0	4	100.0 %	✓
▶ Knouse, Kristin Ann	kknouse	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	No	9	2	7	77.8 %	!
▶ Lajoie, Juliann E	jlajoie	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	✓
▶ Levin, Tracy	tlevin	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	8	1	7	87.5 %	!
▶ Miller, Matthew Paul	mpmiller	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	✓
▶ Oromendia, Ana Belen	anao	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	✓
▶ Pfau, Sarah Jeanne	spfau	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	9	0	9	100.0 %	✓

MIT Learning Center – Quick Guide for EHS Reps, Coordinators and Staff

3. Report 2: Individual (Learner) Training Report

Learner Training Report

Learner: Jessica Van
 Kerberos ID: jvan
 MIT ID: 925316498
 Email Address: jvan@MIT.EDU

[← BACK](#)

PI / Supervisor(s) for Training

PI / Supervisor	Department, Lab or Center
DiBerardinis, Louis (LOUDIB)	D_EHSO

Training Requirements

Required Training	Requirement Code	Reason for Requirement	Completion Date	Renew By	Status
General Chemical Hygiene	EHS00100	View	-	-	✘ Incomplete
Lab Specific Chemical Hygiene Training	EHS00110	View	-	-	✘ Incomplete
Signature: Read Dept. Chem. Hygiene Plan	EHS00111	View	-	-	✘ Incomplete
Bloodborne Path: Researchers	EHS00200	View	04/23/2009	04/22/2010	! Renewal Past Due
Hepatitis Information form	EHS00208	View	04/23/2009	No Expiration	✔ Completed
General Biosafety for Researchers	EHS00260	View	04/23/2009	No Expiration	✔ Completed
Managing Hazardous Waste	EHS00501	View	04/15/2009	04/14/2010	! Renewal Past Due

✔ The learner has successfully completed the required training ⚠ The learner's required training must be renewed by the date shown
 ✘ The learner has not yet completed the required training ! The learner's required training has expired

Training History

Course Name	Start Date	Completion Date	Location	Delivery Method	Course Code
EHS Lunch & Learn	02/16/2012	02/16/2012	Building N52	Classroom Training	EHS00780c
IATA Dang. Goods Training - Initial	01/26/2012	01/26/2012	Environment, Health & Safety	Classroom Training	EHS00525c
EHS Lunch & Learn	01/12/2012	01/12/2012	Building N52	Classroom Training	EHS00780c

4. Report 3: Report on all registered users under a PI or Supervisor (PI Training Report)

PI Training Report

DLC: D_KI - Koch Institute for Integrative Cancer Research
 PI: Chang, Paul (PCHANG2)

Training Statistics	Number of Learners	Incomplete	Complete	% Complete
	9	1	8	89%

[← BACK](#)

Results ▶ Expand All ⬅ Collapse All

	Learner	Kerberos ID	PI / Supervisor(s)	Last Activity Selection Date	MIT Affiliation	Has completions w/o triggers	Number of Req's	Incomplete	Complete	% Complete	Status
▶	Cataldo, Melissa Chesarone	cataldom	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Employee	No	9	1	8	88.9 %	!
▶	Chang, Paul	pchang2	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Employee	No	15	0	15	100.0 %	✔
▶	Hawkins, Allegra G	agh2014	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Student	No	6	0	6	100.0 %	✔
▶	Jwa, Miri	miriwa	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Employee	No	9	0	9	100.0 %	✔
▶	Rood, Jennifer Evelyn	jenrvr	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Student	No	9	0	9	100.0 %	✔
▶	Sangpo, Tenzin	tsangpo	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Employee	No	8	0	8	100.0 %	✔
▶	Todorova, Tanya Todorova	todorova	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Student	Yes	8	0	8	100.0 %	✔
▶	Uchima, Lilien	lilien	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Student	No	9	0	9	100.0 %	✔
▶	Vyas, Sejal Kamlesh	skwas	Chang, Paul (PCHANG2) - D_KI	03/17/2012	Student	No	9	0	9	100.0 %	✔

Learner - Training Requirements

Reason for Training	Requirement Set	Req. Code	Requirement	Completion Date	Renew By	Status
EHS Activity - Use Chemicals (lab)	Haz Chemicals in a Lab	EHS00100	General Chemical Hygiene	07/30/2010	12/31/9999	✔ Completed
		EHS00110	Lab Specific Chemical Hygiene Training	08/09/2011	08/08/2012	✔ Completed
		EHS00111	Signature: Read Dept. Chem. Hygiene Plan	07/30/2010	12/31/9999	✔ Completed
		EHS00501	Managing Hazardous Waste	07/25/2011	07/24/2012	✔ Completed
EHS Activity - Research With Blood and OPIIM	Research with Blood	EHS00208	Hepatitis Information form	07/23/2010	12/31/9999	✔ Completed
		EHS00260	General Biosafety for Researchers	07/23/2010	12/31/9999	✔ Completed
		EHS00200	Bloodborne Path: Researchers	07/25/2011	07/24/2012	✔ Completed

Note: Click on the to view a Learner's Training Requirements or click on the button in the Results toolbar to view all Learners' Training Requirements. To close this view click on the button.

Reminder: Use the button within the page to return to the previous page