EHS Training Reconciliation Quick Guide

Navigate to EHS Training Reconciliation	1. From <u>https://web.mit.edu/training/learning_center.html</u> select the 'EHS Training Tools' tab at the top of the page
	2. Click on the 'EHS Training Functions' on the left navigation
	3. Click on 'Training Reconciliation'

The Training Reconciliation function is used by Training Reconcilers, typically an EHS Rep, to confirm, edit or create a relationship between an individual and a PI or Supervisor for the purpose of training. EHS Coordinators will use this function to assign new Training Reconcilers and can also create and edit relationships between trainees and PIs. EHS Lead Contacts have the same authorizations as Coordinators. The EHS Training Needs DLC Reconciler can be assigned to edit Reconcilers and trainees for an entire DLC.

To View Reconcilers and/or Trainees



To Review or Edit a New Trainee

The most frequent use of the Training Reconciliation function will be to confirm the status of a new trainee. Although Reconcilers can manually enter trainees into the system, the system automatically adds a trainee into the system when they complete their online EHS Training Needs. Reconcilers can check the list of trainees associated with their PI/Supervisor at any time, but will be sent an email reminder twice a year to update the list of trainees. The default months for this are October and June but departments can choose two months that are better suited to their schedules.

ining reconciliate	ion							On the PI/Supervisor Affiliation screen click the Edit
dd/Edit Traii	inees for GR	REENLEY, P	AMELA -	ENVIRON	MENT, H	EALTH A	ND SAFETY OFFICE	Traince button The Trainees Add/Edit earean
Status Defi	finition							Trainee bullon. The Trainees. Add/ Edit Screen
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ncorrect If a r	researcher incorrec ik area, change thei	ctly selected your ir status from "Nev	* PI when they /* to "Incorrec	completed their ".	r Training Need	is Assessment	and has no affiliation with your lab or	There are four possible Status settings for a trainee.
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To Complete Training Reconciliation with No Changes

Frainees last recond	iled on: 03/17	/2012	×	Functions on the EHS Training Tools tab of the MIT			
Edit Trainees D	econciliation (Complete	Edit Training Reconcilers	Learning Center page. The PI/Supervisor Affiliation			
Trainee	Kerberos ID	Status	Reconciler	screen will appear.			
Licnikas, Abigail	adhine8	New	Edwards, Robert W				
Savio, Michael	msavio	New	Kavlakli, Melissa J	L			
Beaulieu, Tim	tim_b	Active		Click the 📕 to open a DLC and see PI names. You			
Doherty, Nancy E	ndoherty	Active		may only see one DLC or one PLName			
Doucette, Jeffrey	idoucett	Active					
Edwards, Robert W	redwards	Active					
Farley, Robert T	rfarley	Active		Click the P next to a PL or Supervisor name to see a			
Greenley, Pamela	greenley	Active					
Hallock, Marilyn F	hallock	Active		list of Training Reconcilers and/or.			
Leite, Susan	smleite	Active					
Mendes, Barry	t#6	Active		Once the list has been reviewed, click the			
Ranken, Emily A	<u>emranken</u>	Active		Reconciliation Complete button. This botton can also be found in the Edit Trainee Screen			
raining Reconciliation Add/Edit Trainees fo	GREENLEY,	PAMELA - ENVI	RONMENT, HEALTH AND SAFETY OFFICE				
States Definition New When someone or niject (factors displayed for any hactive Nactive Ta esseatcher is displayed for any Hactive Incorrect If a reseatcher is lab or work area	completes their Trainin c0) that they work for y exeacthers who curren yone you add via the "A to longer works for your nge their status back to correctly selected you change their status for	g Needs Assessment, t sur PI / Supervisor. Ity work for your PI have dd Trainee" function. PTs Iab, either permane "Active". I'PI when they complete m "New" to "incorrect".	he's status is marked 'New". Change the's status to confirm (Active) the's status set to 'Active. "This is also the status that will be only or temporarily, change their status from 'Active' to 'Inactive'. If d their Training Needs Accessment and has no afficiation with your	Note: EHS Coordinators and Lead Contacts will see Reconcilers and Trainees. Reconcilers will <u>only</u> see and be able to edit Trainees for whom they are			
Back Save Reconcilio	dion Complete			responsible.			
tranees							
Trainees last reconciled on: 03/17 To reassign a person in your lab to	/2012 a different PI, click the	Reassign button. A list	of trainees to be reassigned is show at the bottom of the page.				
Click the linked trainee kerberos E) to view a training sum	mary.					
Trainee Kerber	os D Current Status	New Activ	e loactive Incorrect				

To Add a New Trainee

filiations by DLC				
ENTER FOR MATERIA DEPT MATERIAL SCIEN Pls for Dept Material Si	LS SCIENCE	& ENGINEE	RING	
→ ALLEN, SAMUEL N	IILLER			
Trainees last recon	ciled on: 10/0	3/2011		
Edit Trainees 🕨	Reconciliation	Complete		Reconciler
Trainee	Kerberos ID	Status		Allen, Samuel Miller
Tester, Qa023	<u>qa023</u>	New		Tarkanian, Michael J
Wen, Hao	hwen	New		White, Jane F
Hewitt, Kenneth L	klhewitt	Active		
Meyer, Inge	imeyer	Active		

Click **Training Reconciliation** under EHS Training Functions on the EHS Training Tools tab of the MIT Learning Center page. The **PI/Supervisor Affiliation** screen will appear.

Click the *b* to open a DLC and see PI names. You may see only one DLC or one PI Name. PIs are always grouped under a DLC. You can have a DLC without a PI, but you cannot have a PI without a DLC.

Click the hext to a PI name to see a list of Trainees currently listed for that PI.

Click the **Edit Trainee** button and then the **Add Trainee** button. The **Add Trainee** search dialog box appears.

Se	arch Results						
	Personnel No.	User Name	Full Name	Learner Type	Department	MIT ID	Email Address

Enter the last name of the Trainee you wish to add and click on the **Find** button.

Select the desired name from the **Search Results** by clicking on the check box and clicking the **OK** button.

You may repeat this process to add more trainees.



Each time you add a trainee the **Trainees: Add / Delete** screen appears.

From this screen you may change a trainee's status, delete the trainee or reassign the trainee to another PI or Supervisor if you have authorization to update the list for multiple supervisors.

See the section *To Review or Edit a New Trainee* above.

When you are finished, click the **Back** button.

PI/Supervisor Affiliation • To view Pls for a DLC, click the arrow next to the DLC name. • To view affiliations and reconcilers for a PI, click the arrow next to the PI name. PI Affiliations by DLC • CENTER FOR MATERIALS SCIENCE & ENGINEERING • DEPT MATERIALS SCIENCE & ENGINEERING PI for Dept Material Science and Engineering	On the MIT Learning Center click on the EHS Training Tools tab select EHS Training Functions and then Training Reconciliation . The PI/Supervisor Affiliation screen will appear. There you will see any DLCs for which you are a Training Reconciler.			
	Click the to open a DLC and see PI names. Click the next to a PI name to see a list of Training Reconcilers and Trainees for that PI. Click the Edit Training Reconcilers button.			
Add Accessing x Search x Last House (from: x Image: Search Accessing Comparison Image: Search Accessing Search Accessing Image: Search Accessing <t< th=""><th>Enter last name of the Reconciler you wish to add and click on the Find button. Select the desired name from the Search Results by clicking the check box () next to the Personnel No. You may repeat this process to add more reconcilers.</th></t<>	Enter last name of the Reconciler you wish to add and click on the Find button. Select the desired name from the Search Results by clicking the check box () next to the Personnel No. You may repeat this process to add more reconcilers.			
Training Reconciliaton Edit Reconcilers for GREENLEY, PAMELA - ENVIRONMENT, HEALTH AND SAFETY OFFICE Reconciler Reconciler Edwards, Robert W Tydaks, Melsos J	The Edit Reconcilers screen appears with a list of all reconcilers including the new one. You may click the new one. You may click the new one. Next to the name of any reconciler you wish to remove. Doing this will remove reconciler access for this person. You <u>must</u> click the Save button to save any additions or deletions. Click the Back button to go back to the PI/Supervisor Affiliation screen. You will see the changes you have made.			