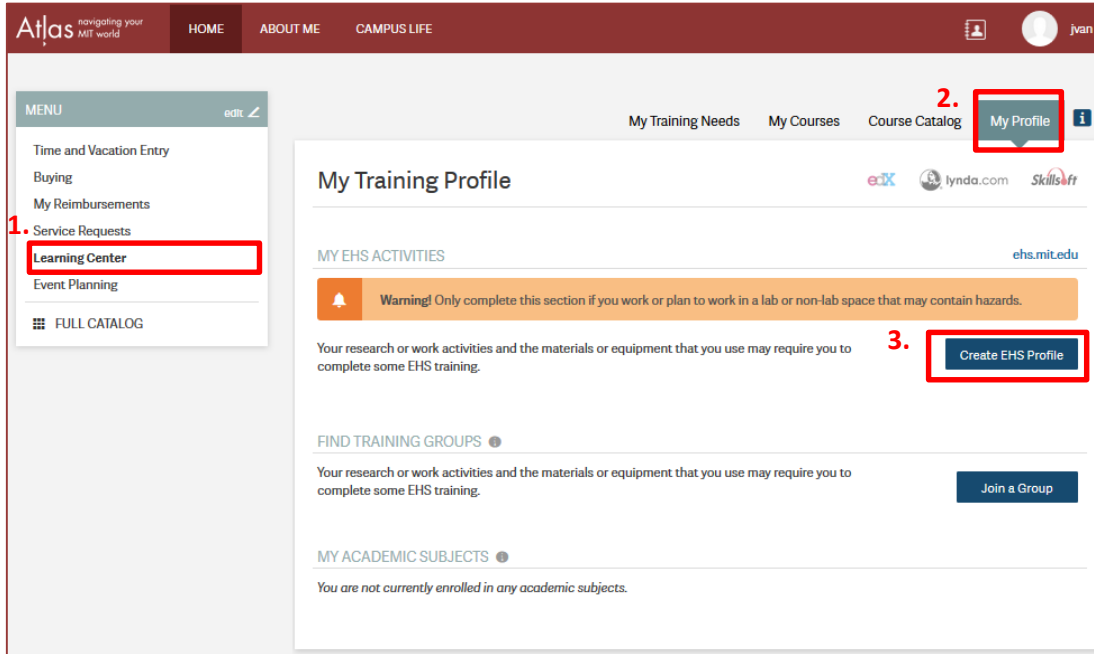


# MIT Learning Center – Learner Quick Guide

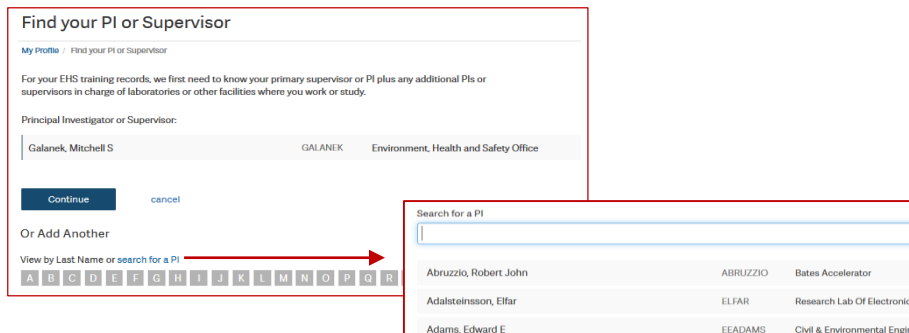
(Full Version of EHS Training Needs Guide: <http://kb.mit.edu/confluence/x/DgCZBg>)

## Completing your EHS Training Needs: Contact your EHS Rep about your lab’s training requirements.

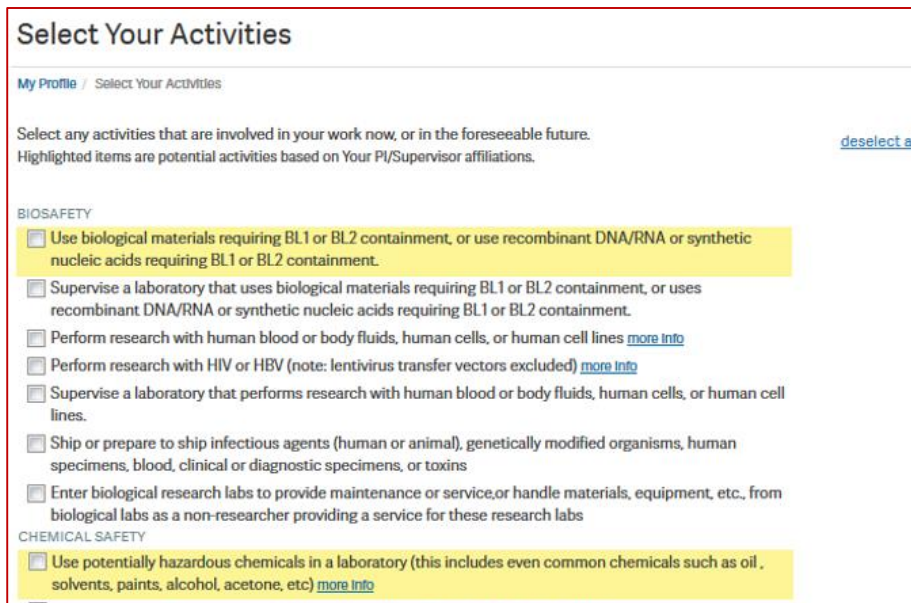
1. Go to Atlas Learning Center ([http://web.mit.edu/training/learning\\_center.html](http://web.mit.edu/training/learning_center.html))
2. Click on My Profile
3. Click Create EHS Profile or Update PI/Activities button



- 3a. Select your PI. You can view the PI names by last name or search for a PI. If your PI is not listed you can click “Continue without a PI” and email the EHS Office, [environment@mit.edu](mailto:environment@mit.edu) to assist with your PI selection.



- 3b. Click the Continue button to select Activities and Submit to save. Suggested activities will be highlighted based on PI/Space Registration Hazards. Save your selections and the resulting page will appear below.



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4. Click My Training Needs tab to see your Required & Recommended based on your profile. Past Due requirements will appear first in the list. Training requirements/recommendations can be filtered by status and/or priority.

The screenshot shows the 'My Training Needs' interface. At the top, there are navigation tabs: 'My Training Needs' (highlighted with a red box and the number '4'), 'My Courses', 'Course Catalog', and 'My Profile'. Below the tabs, there are progress indicators: '67% REQUIRED COMPLETE (4 OF 6)' and '100% RECOMMENDED COMPLETE (2 OF 2)'. Below the progress indicators, there are two filter boxes: 'all statuses' and 'all priority levels'. To the right of these filters, two dropdown menus are shown: 'all statuses' with options 'not yet completed' and 'completed', and 'all priority levels' with options 'required only' and 'recommended only'. The main content area is a table with columns 'REQUIRED', 'CODE/REASON', and 'STATUS'. The table lists several training items, including 'Lab Specific Chemical Hygiene Training' (PAST DUE), 'Signature: Read Dept. Chem. Hygiene Plan' (INCOMPLETE), 'General Chemical Hygiene' (COMPLETED), 'General Biosafety for Researchers' (COMPLETED), 'Radiation Safety: Laboratory' (COMPLETED), 'Managing Hazardous Waste' (EXPIRES 08/27/2016), and 'Static Magnetic Field Safety' (COMPLETED).

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

The screenshot shows a tooltip for the course 'Lab Specific Chemical Hygiene Training' (EHS00110). The tooltip text reads: 'Activity Use potentially hazardous chemicals in a laboratory (this includes even common chemicals such as oil, solvents, paints, alcohol, acetone, etc)'. The course is listed as 'PAST DUE'.

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.

The screenshot shows the 'Managing Hazardous Waste' training page. At the top, there is a 'TRAINING NEED' button. Below this, there is a success message: 'You successfully completed this training need.' Below the message, there is a table with columns: REFERENCE CODE, PRIORITY, STATUS, and EXPIRATION DATE. The table shows 'EHS00501' with 'Required' priority and 'COMPLETED' status. Below the table, there is a section for 'ASSIGNMENT FULFILLMENT OPTIONS (You must complete ONE of the following)'. There are two options: 'Managing Hazardous Waste (Classroom)' with a 'CLASSROOM' button, and 'Managing Hazardous Waste (web) (Web-Based)' with a 'WEB-BASED' button.

## Help:

- For Technical Support contact IS&T (M-F 8 AM to 6 PM), at 617-253-1101 or [helpdesk-business@mit.edu](mailto:helpdesk-business@mit.edu)
- For Learning Center Training System Support contact Learning Services Team [training@mit.edu](mailto:training@mit.edu)
- For EHS Services Support contact EHS (M- F 8AM to 5PM), at 617-452-3477 or [environment@mit.edu](mailto:environment@mit.edu)