## 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 (<u>http://web.mit.edu/training/learning\_center.html</u>)
- 2. Click on My Profile
- 3. Click Create EHS Profile or Update PI/Activities button

Atias <sup>navigating your</sup> HOME ABC	UT ME CAMPUS LIFE	💶 🌔 jvan •
MENU edit Z Time and Vacation Entry Buying	My Training Needs My Courses	2. Course Catalog My Profile
My Reimbursements  1. Service Requests  Learning Center  Event Planning  IFULL CATALOG	MY EHS ACTIVITIES  Warning! Only complete this section if you work or plan to work in a lab or non-lab space Your research or work activities and the materials or equipment that you use may require you to complete some EHS training.  FIND TRAINING GROUPS	ehs.mit.edu ace that may contain hazards. <b>3.</b> Create EHS Profile
	Your research or work activities and the materials or equipment that you use may require you to complete some EHS training.  MY ACADEMIC SUBJECTS  You are not currently enrolled in any academic subjects.	Join a Group

**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, <u>environment@mit.edu</u> to assist with your PI selection.

Find your PI or Supervisor				
My Profile / Find your PLor Supervisor				
For your EHS training records, we first need to know your primary supervisors in charge of laboratories or other facilities where you		ny additional PIs or		
Principal Investigator or Supervisor:				
Galanek, Mitchell S	GALANEK Environ	ment, Health and Safety Office		
Continue cancel		Search for a Pi		
Or Add Another				
View by Last Name or search for a PI A B C D E F G H I J K L M I	N O P Q R	Abruzzio, Robert John	ABRUZZIO	Bates Accelerator
		Adalsteinsson, Elfar	ELFAR	Research Lab Of Electronic:
		Adams, Edward E	EEADAMS	Civil & Environmental Engin

**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.

My Profile / Select Your Activities	
Select any activities that are involved in your work now, or in the foreseeable future. Highlighted items are potential activities based on Your PI/Supervisor affiliations.	
BIOSAFETY	
Use biological materials requiring BL1 or BL2 containment, or use recombinant DNA/RNA or synthetic nucleic acids requiring BL1 or BL2 containment.	2
Supervise a laboratory that uses biological materials requiring BL1 or BL2 containment, or uses recombinant DNA/RNA or synthetic nucleic acids requiring BL1 or BL2 containment.	
Perform research with human blood or body fluids, human cells, or human cell lines more into	
Perform research with HIV or HBV (note: lentivirus transfer vectors excluded) more Info	
Supervise a laboratory that performs research with human blood or body fluids, human cells, or huma lines.	n cell
Ship or prepare to ship infectious agents (human or animal), genetically modified organisms, human specimens, blood, clinical or diagnostic specimens, or toxins	
Enter biological research labs to provide maintenance or service,or handle materials, equipment, etc., biological labs as a non-researcher providing a service for these research labs CHEMICAL SAFETY	from
Use potentially hazardous chemicals in a laboratory (this includes even common chemicals such as o	il
solvents, paints, alcohol, acetone, etc) more info	

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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.

4.	My Training Needs My Courses	Course Catalog My Profile	i		
My Training Needs	67% REQUIRED COMPLETE	100% RECOMMENDED COM (2 OF 2)		statuses 👻 all p	
all statuses  all priority levels  REQUIRED	CODE/REAS	SON STATUS	not	statuses It yet completed Impleted	all priority levels required only ic recommended only
Lab Specific Chemical Hygiene Training	EHS00110	) PAST DUE	<u> </u>		
Signature: Read Dept. Chem. Hygiene Plan	EHS00111	INCOMPLETE	θ		
General Chemical Hygiene General Biosafety for Researchers	EHS0010	- COMILETED			
Readiation Safety: Laboratory	EHS0030	- COMILETED			
Managing Hazardous Waste	EHS0050	1 EXPIRES 08/27/2016	0		
RECOMMENDED  Static Magnetic Field Safety	CODE/REAS EHS0038		0		
Social Missophiet Drovantion & Augropoon	pergini	0			

**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	Activity Use potentially hazardous chemicals in a includes even common chemicals such as oil , solt alcohol, acetone, etc)	
General Chemical Hygiene	EHS00100	COMPLETED

**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.

Managing I	TRAINING NEED			
My Training Needs / M	y Training			
Vou succ	essfully completed	this training need.		
REFERENCE CODE EHS00501	PRIORITY Required	STATUS	EXPIRATION DATE 08/27/2016	
oil , solvents, paints,	ally hazardous cher alcohol, acetone, et		es even common chemicals such as	
Managing Ha Course Code: EH	zardous Waste S00501c	(Classroom)		CLASSROOM
Managing Ha Course Code: EH		(web) (Web-Based)		WEB-BASED

#### Help:

- For Technical Support contact IS&T (M-F 8 AM to 6 PM), at 617-253-1101 or helpdesk-business@mit.edu
- For 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 10/8/2015