EHS Safety Training Online Registration Instructions


2. Hover your mouse over the “Training” menu, and then click “Register for Training.” (Figure 1)

3. To log-in, provide either your G# or your first and last name. Click “Submit.” (Figure 2)
4. If you have previously completed EHS safety training, your name should appear next to the text “I am (Your Name).” If that is you, click “Select.” Proceed to step 8 of this instructional guide. (Figure 3)

![Figure 3](image1.png)

5. If you have not previously completed EHS safety training, your name will not appear. If so, select, “None of these Match, I’m registering for the first time.” (Figure 4)

![Figure 4](image2.png)
6. Complete and submit the First-Time Training Registrant page, providing as much information as possible. The most important information to provide on this form is your G# if you have one, your full first and last name, and an email address or phone number. Once you’ve filled out the form, click “Submit.” (Figure 5)

![First-Time Training Registrant Form](image)

**Figure 5**

7. After you submit the first-time registrant form, you’ll be able to immediately return to the training registration log-in page to search for and register for courses.

8. Once logged in to the training registration system, you will see all upcoming classes you’ve previously registered for on the top half of the screen. To view available courses and register for a class, select from all available courses or from your job type in the lower half of the screen. You may also view your EHS training history by selecting “View Training History” at the bottom of the screen. (Figure 6)
9. Searching for a Course/Session
   a. Find a class by first choosing Course #, Description (name), Date/Time, Location, or Status; in the next field choose “Starts with” or “Contains;” and in the third field begin typing the name of the training course (e.g., Bloodborne Pathogens). Sort the sessions by any column displayed to find a session that will suit your schedule and location preference. Once you’ve found a session to register for, click the blue “Select” button in the left-hand column. (Figure 7)

   b. When you select a course, you will return to the previous screen. Review the course information and select, “Click to Register for this Class” to complete your registration (Figure 8).
10. The session(s) you have registered for will appear in the top half of the screen. You may log in again any time prior to the start time of the session to unregister or check information such as location, start and end time. After the course, log in again to view and print your training history if your employer or supervisor requires proof of attendance.

11. **Waitlisted Attendees**

   If the session you have registered is full, you will be placed on a waitlist. It is advised that you log back in at least one day prior to the start of the session to see if you have been moved off of the waitlist. An EHS staff member will contact you at least one business day prior to the day of the training to let you know if you remain on the waitlist, and will help you to find another session to attend.

*Any questions? Contact EHS by email at safety@gmu.edu, or call the office at 703-993-8448.*