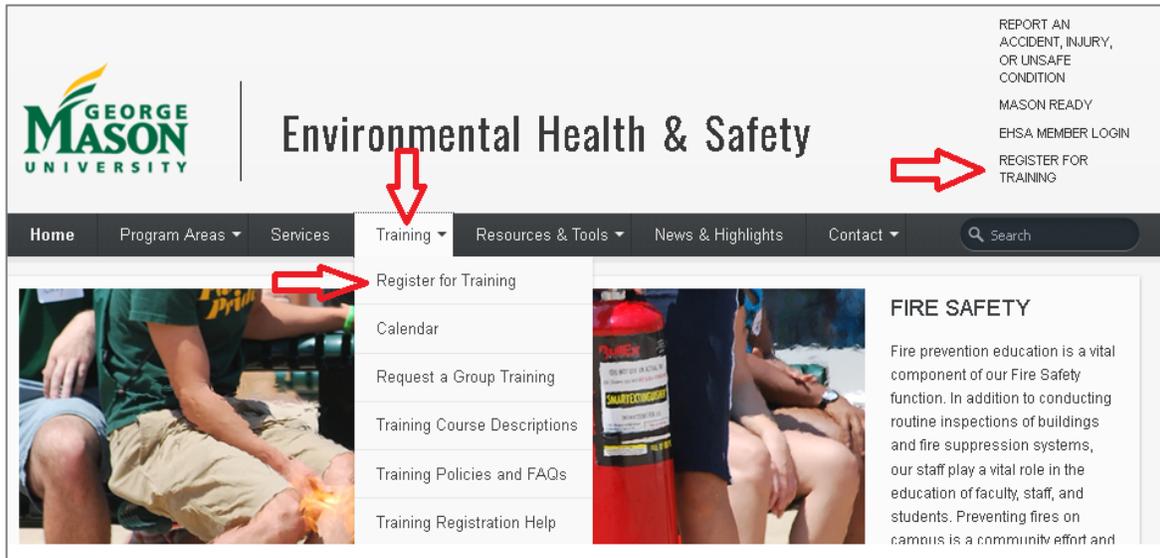
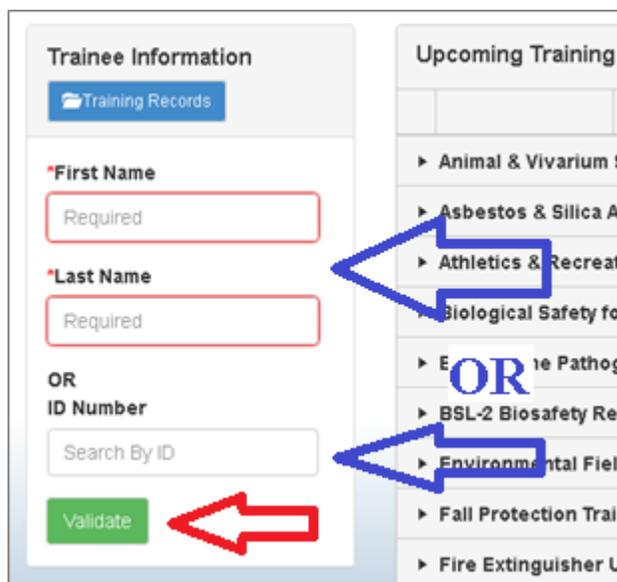


EHS Safety Training Online Registration Instruction

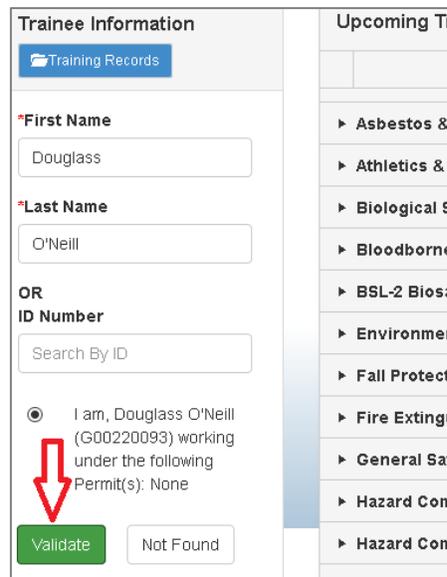
1. Access the Environmental Health and Safety Office website, <http://ehs.gmu.edu/>.
2. Hover your mouse over the “Training” menu, and then click “Register for Training” or click the “Register for Training” quick link in upper right corner.



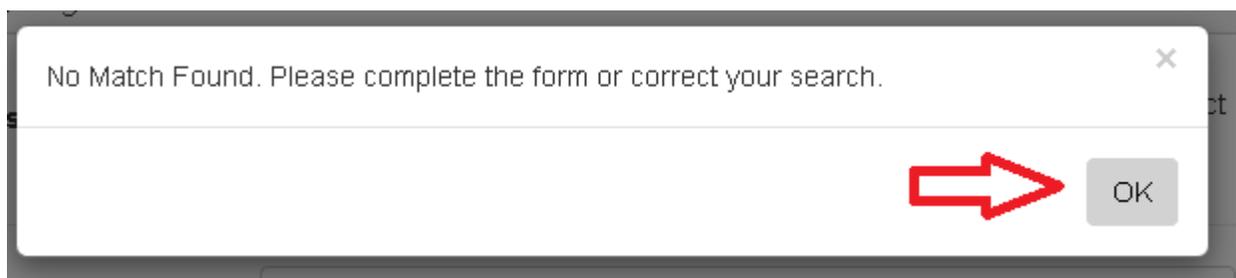
3. To log-in, provide either your G# or your first and last name. Click “Validate”.



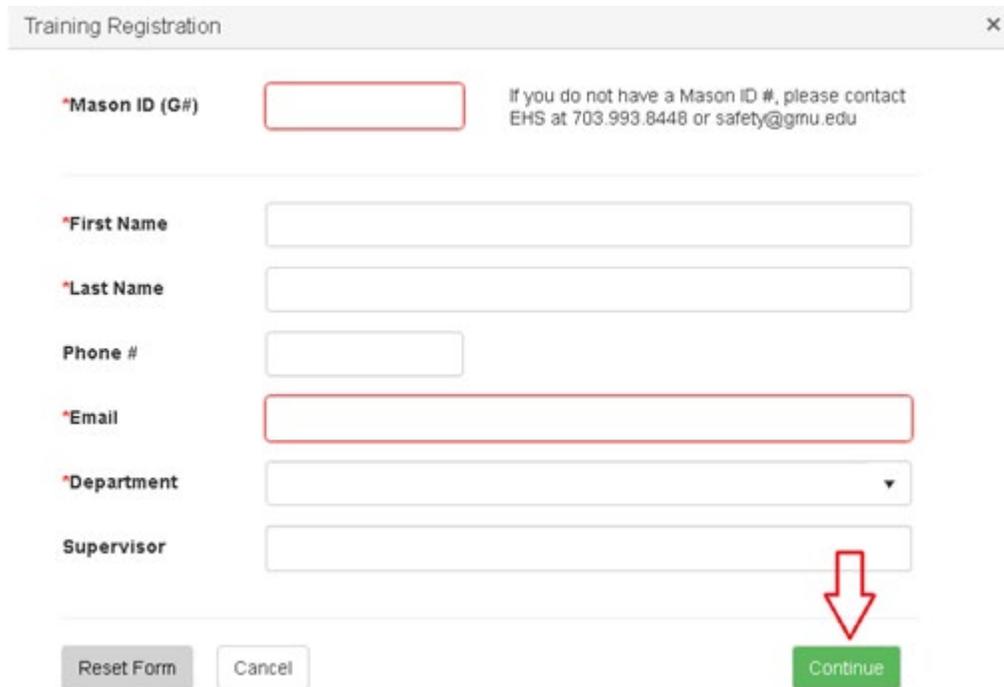
4. If you have previously completed EHS safety training, your name should appear next to the text “I am (Your Name).” If that is you, click “Validate”. If multiple names are listed, select radio button next to correct name. You do **not** need to click “Validate” again. Proceed to step 7 of this instructional guide.



5. If you have not previously completed EHS safety training, a pop-up message will appear saying “No Match Found” instructing you to complete the form. Click “OK”.



6. Complete the Training Registration page. Once you have filled out the form, click “Continue.”



Training Registration [X]

*Mason ID (G#) If you do not have a Mason ID #, please contact EHS at 703.993.8448 or safety@gmu.edu

*First Name

*Last Name

Phone #

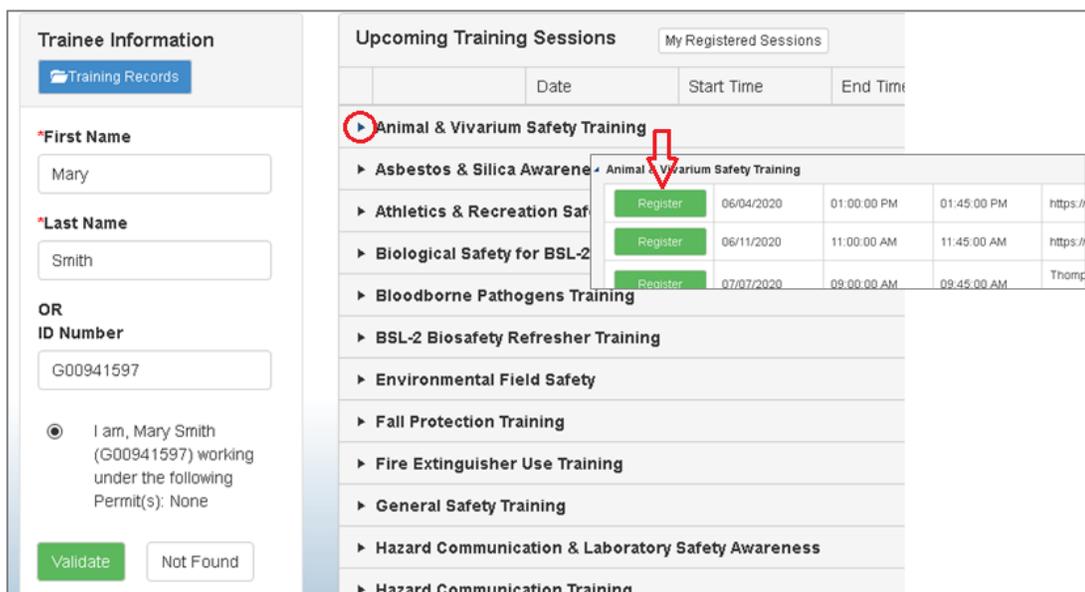
*Email

*Department

Supervisor

Reset Form Cancel Continue

7. At this point, you can register for training. Click the small arrow to the left of the training name to view available courses. Click “Register” to register for a session.



Trainee Information

Training Records

*First Name

*Last Name

OR
ID Number

I am, Mary Smith (G00941597) working under the following Permit(s): None

Validate Not Found

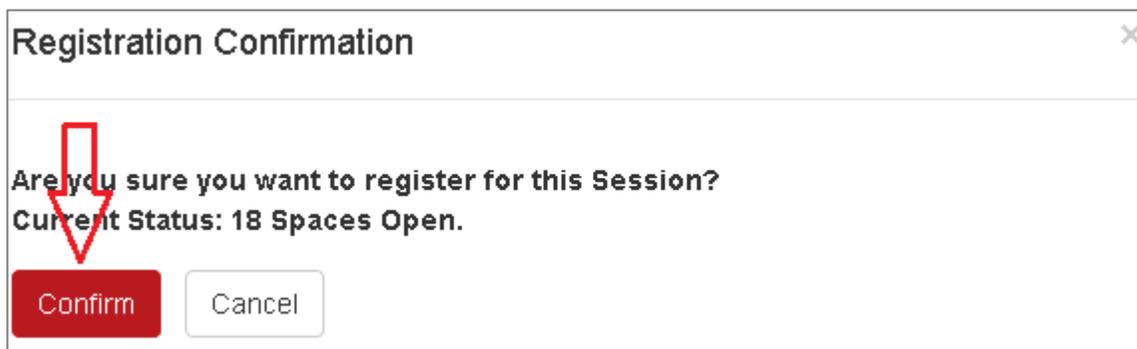
Upcoming Training Sessions My Registered Sessions

	Date	Start Time	End Time	
▶ Animal & Vivarium Safety Training				
▶ Asbestos & Silica Awareness Training				
▶ Athletics & Recreation Safety Training				
▶ Biological Safety for BSL-2				
▶ Bloodborne Pathogens Training				
▶ BSL-2 Biosafety Refresher Training				
▶ Environmental Field Safety				
▶ Fall Protection Training				
▶ Fire Extinguisher Use Training				
▶ General Safety Training				
▶ Hazard Communication & Laboratory Safety Awareness				
▶ Hazard Communication Training				

Animal & Vivarium Safety Training

Register	06/04/2020	01:00:00 PM	01:45:00 PM	https://
Register	06/11/2020	11:00:00 AM	11:45:00 AM	https://
Register	07/07/2020	09:00:00 AM	09:45:00 AM	Thomp

8. A pop-up message will ask you to confirm the registration.



9. The registration page will show you are registered for the training session. If, after registering, you are unable to attend the session, come back to this page and “Un-Register” for the session. This will free up space for any waitlisted for the class.

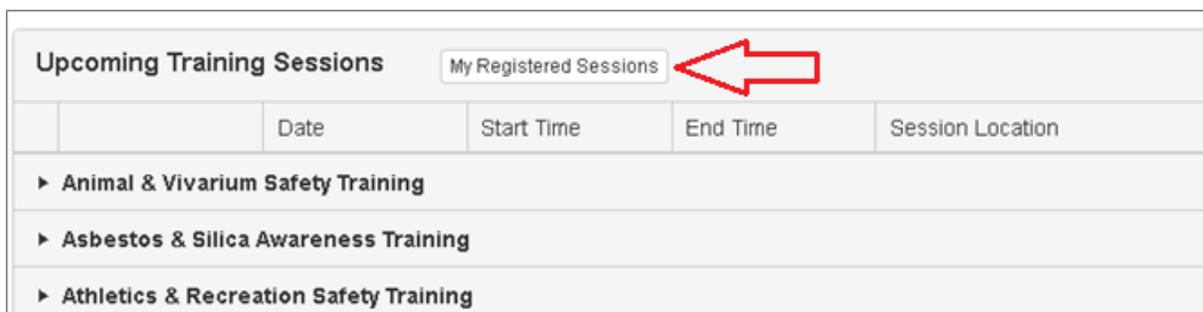
Animal & Vivarium Safety Training				
Un-Register	06/04/2020	01:00:00 PM	01:45:00 PM	https://
Register	06/11/2020	11:00:00 AM	11:45:00 AM	https://

10. 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.

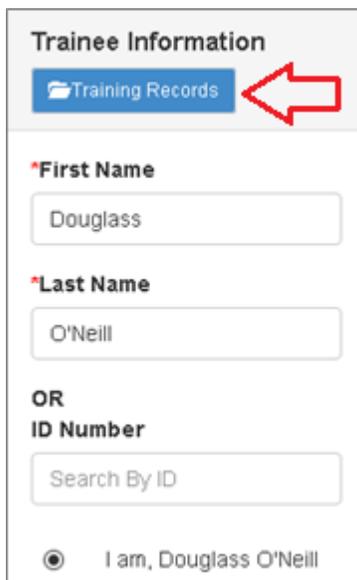
11. Registered Training Sessions

Click the “My Registered Sessions” to see training courses you are registered for.



12. Training History

Click “Training Records” on the registration page to see your training history.



The screenshot shows a web form titled "Trainee Information". At the top, there is a blue button labeled "Training Records" with a red arrow pointing to it from the right. Below this, there are two required fields: "*First Name" with the value "Douglass" and "*Last Name" with the value "O'Neill". Below these is an "OR" section with the label "ID Number" and a text input field containing "Search By ID". At the bottom, there is a radio button selected, with the text "I am, Douglass O'Neill" next to it.

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



**Environmental Health
& Safety Office**

