EHS Safety Training Online Registration Instruction


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.”

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.
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.

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.

   ![Trainee Information]

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