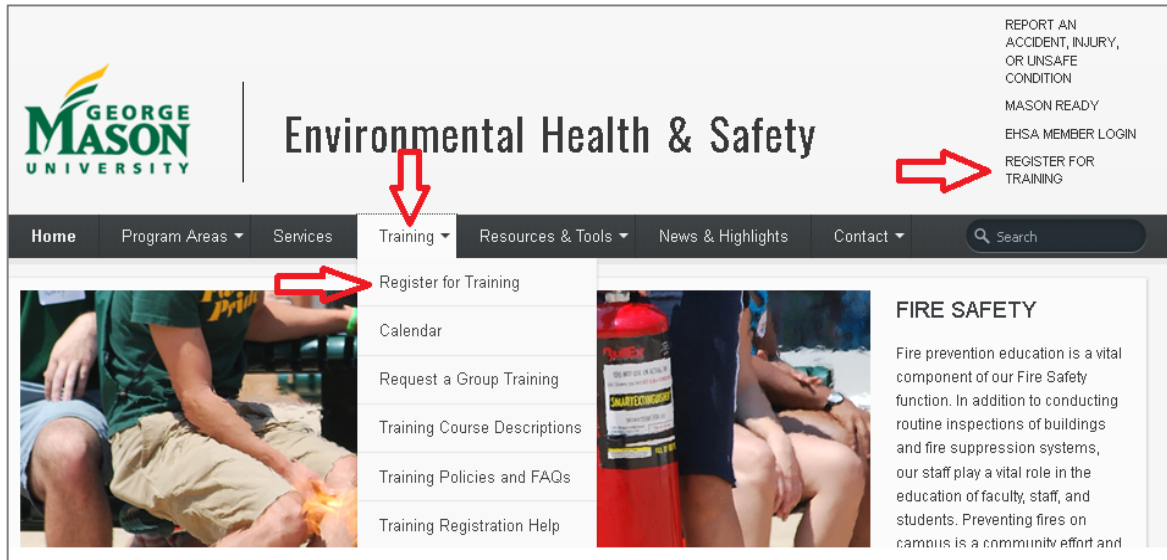
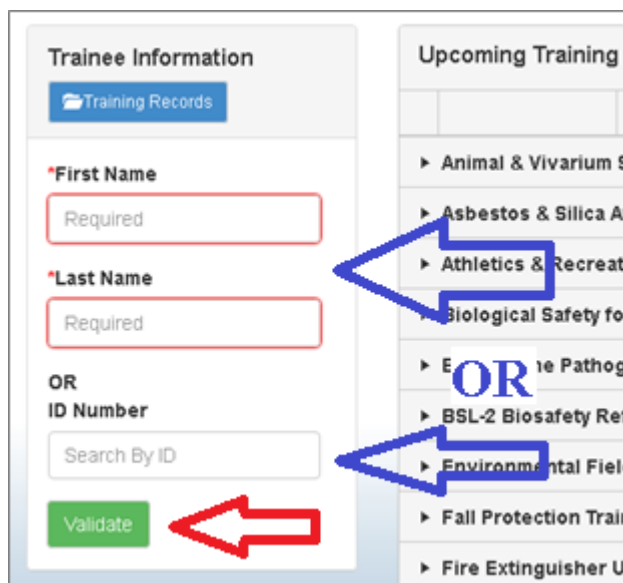


## EHS Safety Training Online Registration Instruction

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.

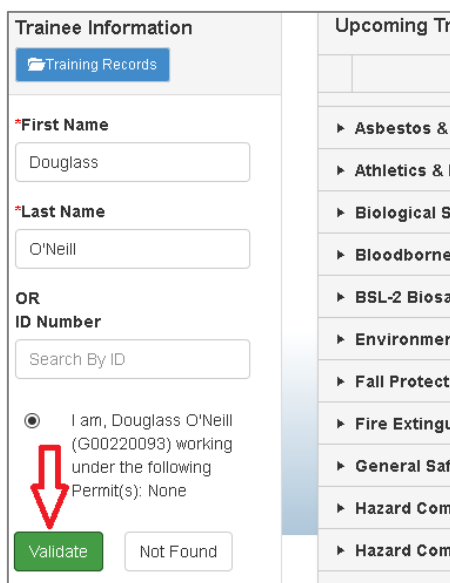


3. To log-in, provide either your G# or your first and last name. Click “Validate”.



The screenshot shows the 'Trainee Information' form. It has two main sections: 'First Name' and 'Last Name', both marked as 'Required' with red outlines. Below these is an 'OR' section with an 'ID Number' field and a 'Search By ID' button. A green 'Validate' button is at the bottom. A red arrow points to the 'Validate' button. A blue arrow points to the 'OR' text. Another blue arrow points to the 'Search By ID' button. The right sidebar shows a list of 'Upcoming Training' topics, including Animal & Vivarium Safety, Asbestos & Silica Awareness, Athletics & Recreation, Biological Safety for Researchers, Environmental Field, Fall Protection Training, and Fire Extinguisher Use.

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.



**Trainee Information**

[Training Records](#)

\*First Name  
Douglass

\*Last Name  
O'Neill

OR  
ID Number  
Search By ID

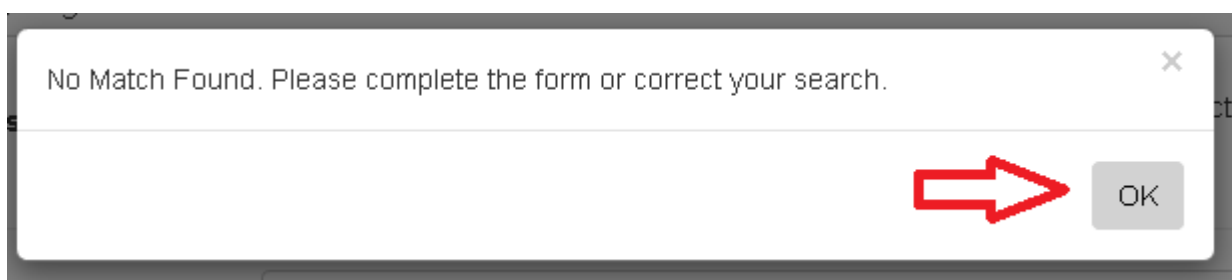
☒ I am, Douglass O'Neill (G00220093) working under the following Permit(s): None

**Validate** Not Found

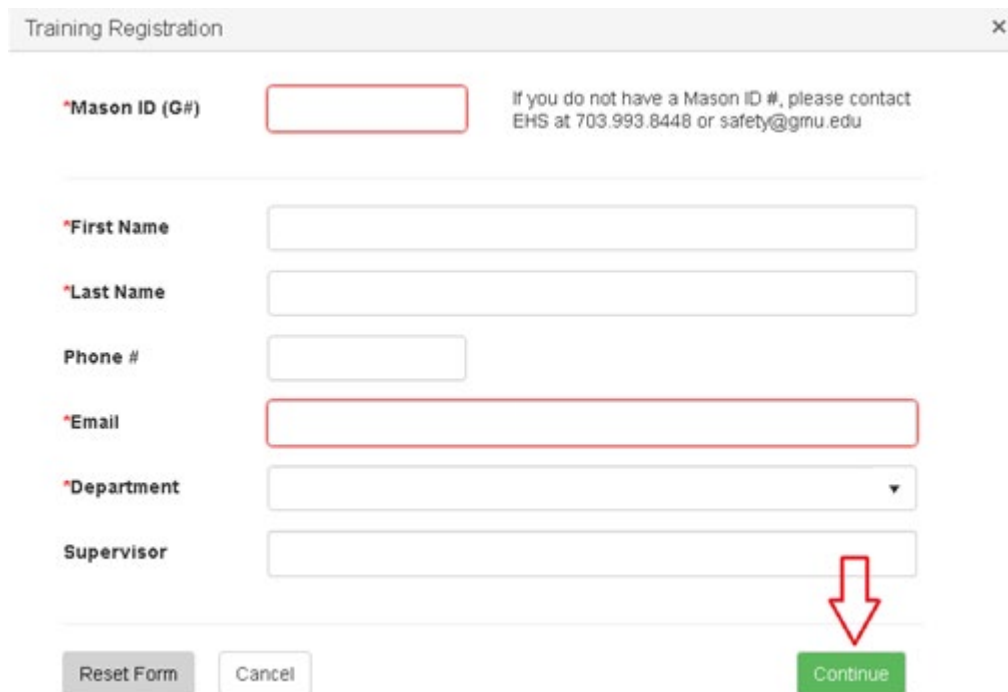
**Upcoming Tr**

- ▶ Asbestos &
- ▶ Athletics & F
- ▶ Biological S
- ▶ Bloodborne
- ▶ BSL-2 Bios
- ▶ Environmen
- ▶ Fall Protecti
- ▶ Fire Extingu
- ▶ General Saf
- ▶ Hazard Com
- ▶ Hazard Com

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 #

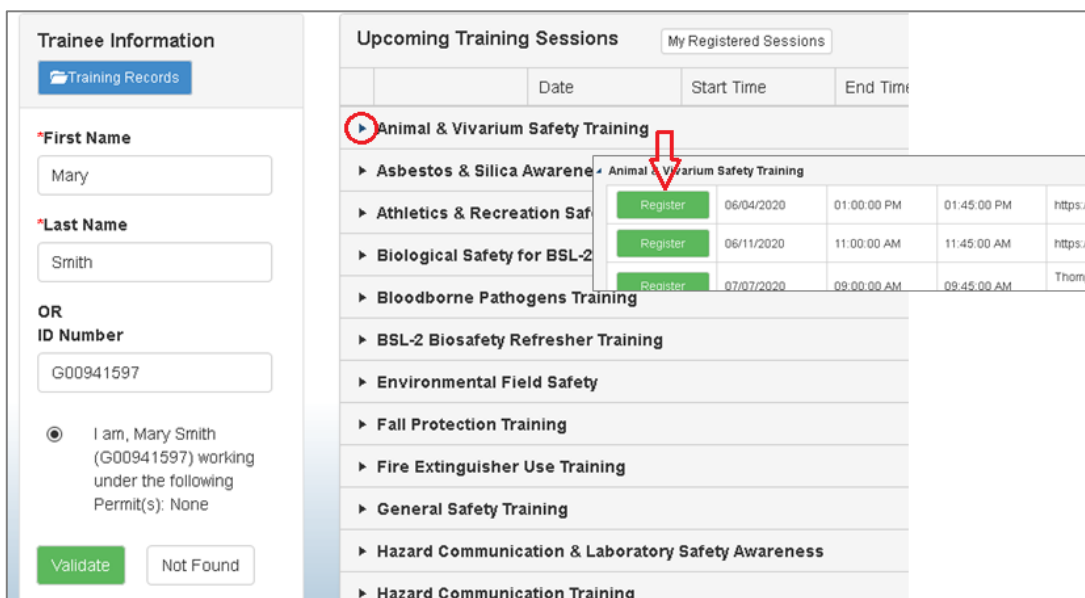
\*Email

\*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 |  |
|--|------|------------|----------|--|
| ▶ <b>Animal &amp; Vivarium Safety Training</b>       |      |            |          |  |
| ▶ 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.

Registration Confirmation

Are you sure you want to register for this Session?  
Current Status: 18 Spaces Open.

Confirm
Cancel

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.

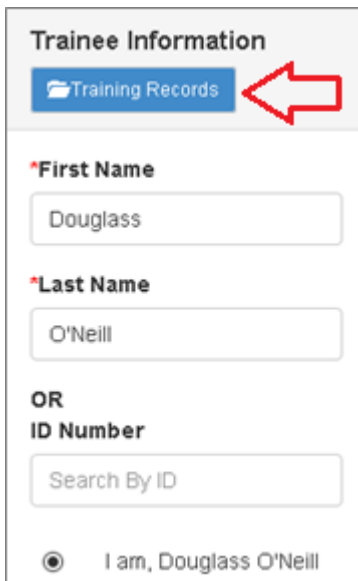
#### 11. Registered Training Sessions

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

| Upcoming Training Sessions               |      |            |          |                  | My Registered Sessions |
|--|------|------------|----------|------------------|------------------------|
|  | Date | Start Time | End Time | Session Location |                        |
| ▶ Animal & Vivarium Safety Training      |      |            |          |                  |                        |
| ▶ Asbestos & Silica Awareness Training   |      |            |          |                  |                        |
| ▶ Athletics & Recreation Safety Training |      |            |          |                  |                        |

## 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 button are three input fields: "First Name" with the value "Douglass", "Last Name" with the value "O'Neill", and "OR ID Number" with the placeholder "Search By ID". At the bottom, there is a radio button selected, followed by the text "I am, Douglass O'Neill".

Any questions? Contact EHS by email at [safety@gmu.edu](mailto:safety@gmu.edu), or call the office at 703-993-8448.

