



Viewing and Managing EH&S Training Status and Requirements

Written by Ming Chow (Updated on 09/19/2007)

You can now (1) view your training and testing status, and (2) manage your employees' training requirements. If you are a UOS employee, along with viewing your training history, you can also view your training requirements. Missing requirements will be highlighted and ways to fulfill the requirements are detailed.

View Your Training and Testing Status

1. Go to the EH&S training website at <http://www.uos.harvard.edu/ehsapps/training>, and click on the LOGIN link. You will then login to the system with your Harvard ID and PIN.

TRAINING - University Operations Services

To pre-register for selected classroom training sessions, view your training and testing history, use the training report generator, please **LOGIN** (Harvard and Harvard PIN are required)

Training Requirements and Records

2. After successful sign-in, you should see the link Your Training and Testing Status. Click on that link to view your training and testing history, and requirements if applicable.

Hello Ming Chow!

Training Requirements and Records

- ◆ **Your Training and Testing Status**
- ◆ **Manage Your Employees' Training Requirements (BETA)**

3. You should see a list of all the EH&S training courses you have completed and their last date of completion. Upcoming re-trainings and overdue trainings (60-day notice) are highlighted. If applicable, your respirator fit test records will also be displayed below your training history.

The following is your EH&S training and testing history:

EH&S Trainings

NOTE: Upcoming re-trainings (60-day notice) are denoted by and your overdue trainings are denoted by .

Training Name	Date Last Completed
American Red Cross - Adult CPR and AED	11/08/2006
Bloodborne Pathogens	07/15/2003
Bloodborne Pathogens (Web)	11/17/2006



4. If you are a UOS employee, your training requirements will be displayed above your training and testing history. Your training requirements are based on your identified job responsibilities. Unfulfilled training requirements are marked in red, and upcoming trainings to fulfill the requirements are detailed.

The following are your identified job responsibilities:

- EH&S Emergency Responder

The following is the status of your training requirements:

Compliance Area	Training Status
Bloodborne Pathogens	Compliance is fulfilled from HSDM - OSHA Safety Awareness taken on July 10, 2007
CPR / AED	Compliance is fulfilled from American Red Cross - Adult CPR and AED taken on November 8, 2006
Chemical Hygiene/Lab Safety	Compliance is fulfilled from HSDM - OSHA Safety Awareness taken on July 10, 2007
Confined Space	<p>You are out of compliance. You can fulfill this requirement by taking any of the following trainings:</p> <ul style="list-style-type: none"> • Facility Operations EH&S Training on 10/01/2007 11:00 AM • Facility Manager EH&S Training on 10/01/2007 11:00 AM • Confined Space Awareness on 10/17/2007 09:00 AM

Manage Your Employees' Training Requirements

1. Log-in to the system with your Harvard ID and PIN (see above). After successful sign-in, you should see the link Manage Your Employees' Training Requirements. Click on that link to start managing your employee's training requirements.

2. You will see a list of your employees that you manage. If you need to *add* employees to your list, click on Add Employee To Your List, enter the employee's Harvard ID, and confirm. To *delete* an employee from your list, click on the trash can icon in the Admin column.

Hello Ming Chow!

[Add Employee To Your List](#)

The following are the training statuses of your employees. Click on an employee's name for more details.

Name	Job Responsibilities	Training Status	Admin
TRAGANOS, CHRISTOPHER			

[Return to training home](#)

If you do not have access to manage your employees' training requirements, please contact EH&S at (617) 495-2060.