



Using the New EH&S Training Report Generator

Written by Ming Chow (Updated on 04/10/2007)

If you had access to the previous version of the EH&S training report generator, you will have access to the new version. If you cannot access the new training report generator, please contact EH&S at (617) 495 - 2060.

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.

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

Training Requirements and Records

- ◆ [Training Requirements Matrix](#)
- ◆ [New Training Report Generator Instructions](#)

2. After successful sign-in, you should see the link EH&S Training Records Database. Click on that link to view the new training report generator form.

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Training Requirements and Records

- ◆ [Training Requirements Matrix](#)
- ◆ [New Training Report Generator Instructions](#)
- ◆ [EH&S Training Records Database](#)

3. The new training report generator form allows you to search via:

- Training compliance areas
- Training courses
- Schools/departments
- Date range (popup-calendar)
- Harvard ID
- Last name
- First name
- Keyword (e.g., "student", "laboratory", "dental", "pathology")

The more specific your query is, the more precise the search results will be. You can select multiple items by holding Shift and clicking on the items. After selecting your criteria, click on the Submit button to generate your report.



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You may select multiple compliance areas, training courses, or schools/departments. The more specific your query is, the better the search results will be.

Compliance Areas: ALL, Asbestos, Biosafety, Bloodborne Pathogens, CPR - First Aid

Training Courses: ALL, AIHA Chemical/Biological Terrorism and Crisis Communication: Guidelines for Action, AIHA Tele-Web. Current Threat: IH Role in Terrorism Response, AIHA Teleweb - Nanotechnology: Overview & Relevance to Occupational Health, AIHA Teleweb - The New OHS Management System

Schools/Depts.: ALL, AGEN - Agencies, ARB - Arnold Arboretum, ARMN - Armenise, ART - American Repertory Theatre

Date Completed (Range): CLICK HERE to CLICK HERE

Harvard ID:

Last Name: Chow

First Name:

Keyword:

Submit Clear

4. Your search results will be displayed after you submit your query. You can click on column (Name, Training Course, Date Completed, or Retraining Date) to sort the records by that field. There may be multiple records belonging to different people. To view the trainings for a particular person, click on the person's name.

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Training Report For: Last Name (CHOW)

To sort records, click on the proper column header. [Return to report generator](#)

Name	E-Mail	Training Course	Completed	Date Completed	Retraining Date
CHOW, MING	ming_chow@harvard.edu	American Red Cross - Adult CPR and AED	Yes	11/08/2006	11/08/2007
CHOW, MING	ming_chow@harvard.edu	Bloodborne Pathogens	Yes	06/15/2004	06/15/2005
CHOW, MING	ming_chow@harvard.edu	Bloodborne Pathogens	Yes	07/01/2004	07/01/2005
CHOW, MING	ming_chow@harvard.edu	Bloodborne Pathogens	Yes	07/27/2004	07/27/2005

Please note that it may take a few moments to display all the results if there are many records returned based on your query.

5. If you wish to generate a new report, click on the Return to report generator link or click on the Back button of your web browser and click on the Clear button on the report generator form.