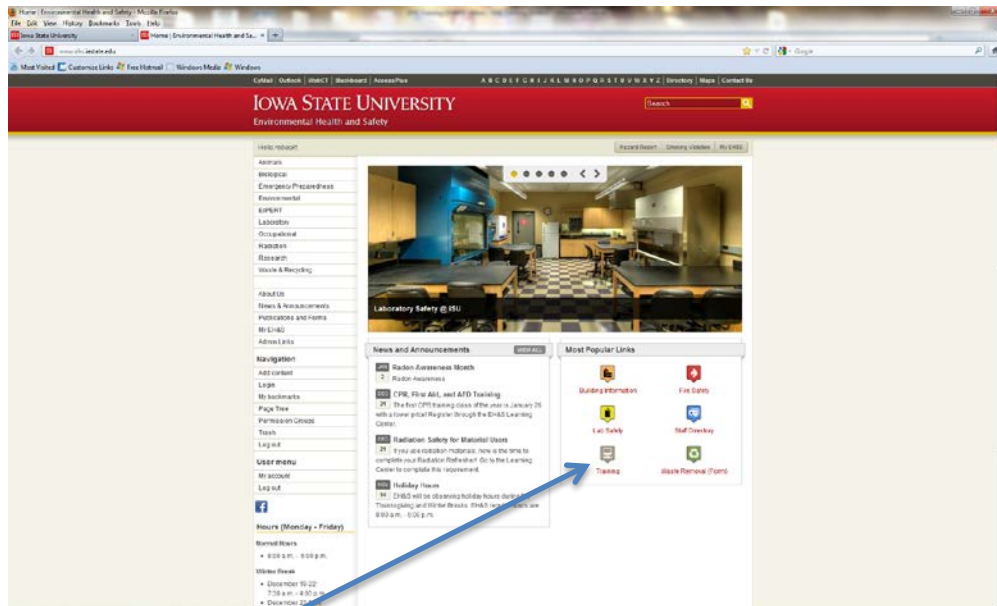
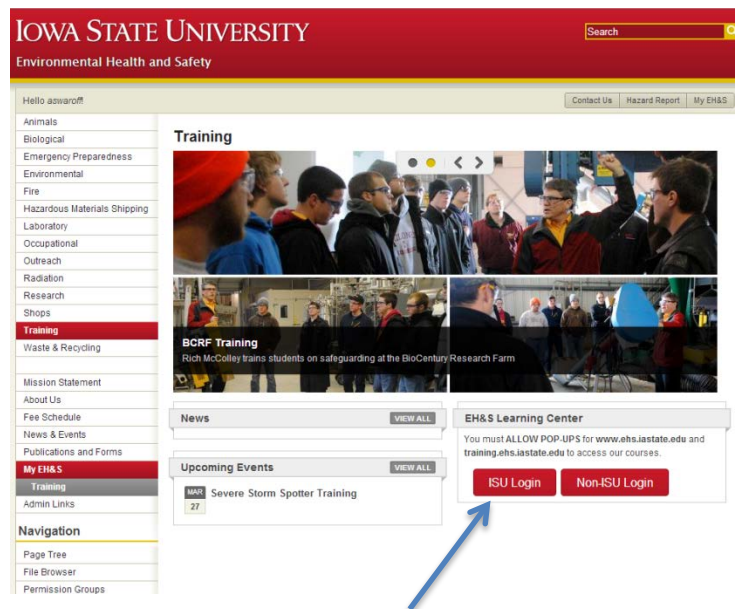


# Quick Start Instructions for the EH&S Learning Center

Start with [www.ehs.iastate.edu](http://www.ehs.iastate.edu)



Click on the Training icon.



Click the **ISU Login** button to sign into the Learning Center.

Please make sure to allow popups for the following addresses:  
[www.ehs.iastate.edu](http://www.ehs.iastate.edu) and [training.ehs.iastate.edu/IOWASU/](http://training.ehs.iastate.edu/IOWASU/)

# Quick Start Instructions for the EH&S Learning Center

The screenshot shows the Iowa State University EH&S Learning Center homepage. The header is red with 'IOWA STATE UNIVERSITY' in white. The main content area is divided into three columns. The left column contains a sidebar with a 'Please Sign In' section, a 'Login' button, and a 'Trouble signing in?' link. A blue arrow points to this 'Please Sign In' section. The middle column has a 'Welcome' section with a photo of staff and a 'More Information' section with registration instructions. The right column has a 'Training News' section with links to 'New Login Page', 'My Dashboard', and 'My Transcript'.

Log in using your ISU Net-ID and password.

Can't log in? Click on Trouble signing in. You will be automatically directed to the following form:

The screenshot shows the 'EH&S Learning Center Account' registration form. The header is red with 'IOWA STATE UNIVERSITY' in white. The main content area is divided into two columns. The left column contains a sidebar with a 'Please Sign In' section, a 'Login' button, and a 'Trouble signing in?' link. A blue arrow points to this 'Trouble signing in?' link. The right column has a 'Client Information' section with fields for 'University ID', 'ISU Email', 'First Name', 'Middle Initial', 'Last Name', 'Maiden Name', 'Phone Number', 'Department', 'Job Title', and 'Supervisor Name'. There is a 'Submit' button at the bottom. To the right of the form is an image of an Iowa State University ID card.

Complete the fields and click on Submit. You will be contacted within two business days by EH&S Training Support. If you do not receive a response, email [ehstrain@iastate.edu](mailto:ehstrain@iastate.edu) or call 294-5359 after two business days.

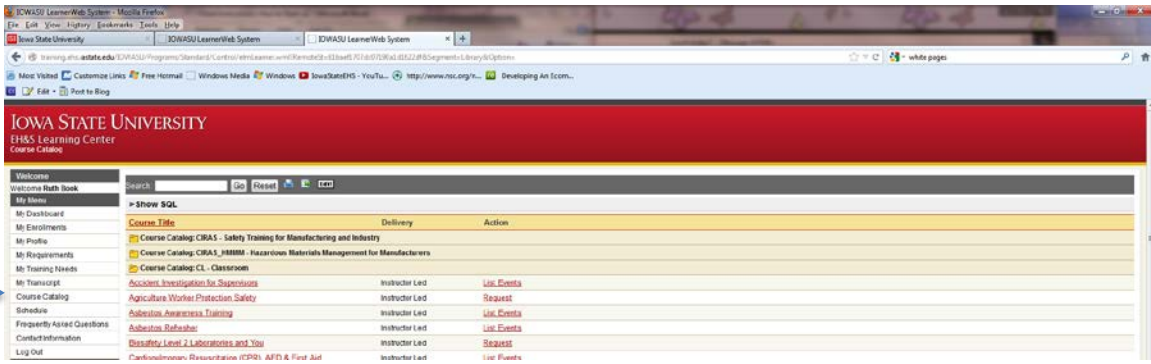
# Quick Start Instructions for the EH&S Learning Center

Continue if you can log in successfully.

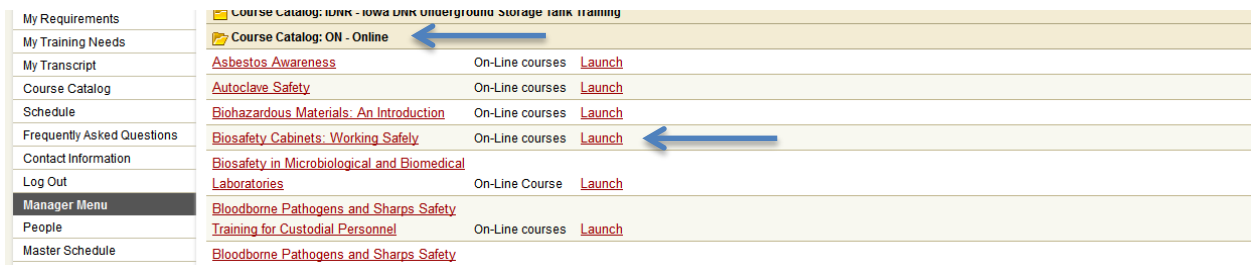
You are now at the EH&S Learning Center.

After you log in, you may access courses through the Course Catalogs.

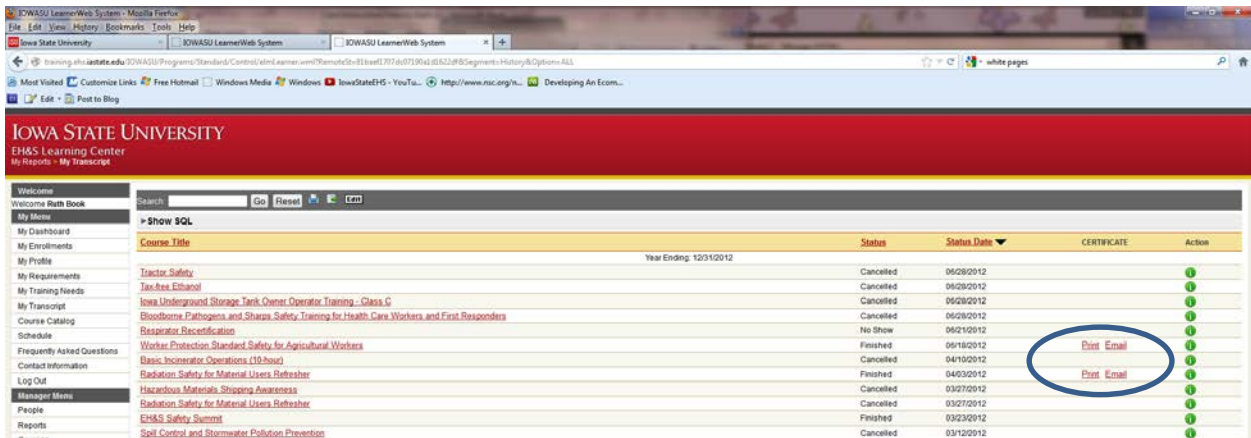
IF you do not see catalogs, email [ehstrain@iastate.edu](mailto:ehstrain@iastate.edu).



To take an online course, scroll down the page to get to the Online Course Catalog.



Courses are listed alphabetically. Launch the assigned online course using the Launch link.



After completing the online course you can view your training history by going to **My Transcript**.

In **My Transcript** you can print and also email a certificate.

# Quick Start Instructions for the EH&S Learning Center

My Requirements	Course Catalog: <a href="#">IDRK - Iowa IDRK underground storage tank training</a>
My Training Needs	Course Catalog: <a href="#">ON - Online</a>
My Transcript	<a href="#">Asbestos Awareness</a> On-Line courses <a href="#">Launch</a>
Course Catalog	<a href="#">Autoclave Safety</a> On-Line courses <a href="#">Launch</a>
Schedule	<a href="#">Biohazardous Materials: An Introduction</a> On-Line courses <a href="#">Launch</a>
Frequently Asked Questions	<a href="#">Biosafety Cabinets: Working Safely</a> On-Line courses <a href="#">Launch</a>
Contact Information	<a href="#">Biosafety in Microbiological and Biomedical Laboratories</a> On-Line Course <a href="#">Launch</a>
Log Out	
<b>Manager Menu</b>	<a href="#">Bloodborne Pathogens and Sharps Safety</a>
People	<a href="#">Training for Custodial Personnel</a> On-Line courses <a href="#">Launch</a>
Master Schedule	<a href="#">Bloodborne Pathogens and Sharps Safety</a>

To register for a classroom course choose Schedule from My Menu.

Welcome Ruth Book

All Locations Search: [ ] Go Reset ?

Select a course link on the calendar to enroll.

Calendar

<< Previous July 2013 Go Next >>

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12

Use the date field at the top of the calendar to advance through the calendar. Classes with a line under them are open for enrollment. Classes with no line are closed for enrollment.

Select a course link on the calendar to enroll.

Calendar

<< Previous August 2014 Go Next >>

Mon	Tue	Wed	Thu	Fri
Jul 28	29	30 9:00AM Electrical Safety and Lockout/Tagout 2:30PM Fire Safety and Extinguisher Training	31 9:00AM Lead Awareness Training	1 8:30AM Spill Control and Stormwater Pollution Prevention 10:00AM Spill Control and Stormwater Pollution Prevention
4	5 9:00AM Radiation Safety for Materials Users - Part 4, Performance Based Training	6 9:00AM Spill Control and Stormwater Pollution Prevention	7	8
11	12	13 9:00AM Respirator Recertification 12:00PM Recognizing and Reporting Disturbing Behavior (RRDB) 1:00PM Violent Incident Response Training (VIRT)	14 9:00AM Respirator - Initial Certification 12:30PM Laboratory Safety Orientation	15 8:30AM Laboratory Safety Orientation 12:30PM Laboratory Safety Orientation
18	19 8:30PM Laboratory Safety Orientation	20 8:30AM Laboratory Safety Orientation	21 8:30AM Laboratory Safety Orientation	22 8:30AM Biocentury Research Farm Safety Training
25	26	27	28 9:00AM Fire Safety and Extinguisher Training 2:00PM Radiation Safety for Materials Users - Part 4, Performance Based Training	29
1	2	3	4	5

If you would like to register for the class, click on its name.

## Quick Start Instructions for the EH&S Learning Center

**Laboratory Safety Orientation (EHS-LAB-ORENT-2007-CL)**

Scheduled For	08/20/2013	Time	8:30AM CST
Register By	08/13/2013	Class Status	Open
Class Size	25	There are	23 Slots Remaining
Duration	4.0 Hours	Cost	N/A

[Register](#)

Session Number	Session Name	Delivery	Location	Venue	Date	Start	End	Instructions
1	One Day Event	Instructor Led	EH&S Services Building	Room 1230	08/20/2013	8:30AM	12:30PM	

Instructors

- [Sarah Morris-Benavides](#)

[Close Window](#)

A pop up window will open allowing you to register. Click on register.

**Enroll in Training**

- Course Title: **Laboratory Safety Orientation**
- Course Id: **EHS-LAB-ORENT-2007-CL**

You have been successfully enrolled into this course.

To add to your calendar click [Here](#). If a warning prompt displays, click the "Always accept files of this type" to prevent the warning message appearing in the future. Click Open to have the event be added to your Calendar.

Please indicate if you have any special requests or requirements in connection with this enrollment:

0 characters typed so far

[Close Window](#)

Enter any special requests you may have for us and then select Close Window. An email will be sent to your email account confirming your registration.

You will be able to track or cancel your enrollments by going to My Menu>My Enrollments.

Questions? Email [ehstrain@iastate.edu](mailto:ehstrain@iastate.edu)