EH&E Online Training System
DEPARTMENT ADMINISTRATOR GUIDE

Why Become a Department Administrator

Department Administrators (DA) have the ability to view a list of Users, modify User information, assign training topics, set default training topics for new Users, view a compliance report, and download training data. If you manage your department or lab's training or are ultimately responsible for ensuring training compliance (i.e. Principal Investigator/Supervisor), you should be a DA.

To register as a Department Administrator, complete the form online.
EH&E Online Training System Access Request Form
https://spreadsheets.google.com/a/boisestate.edu/embeddedform?key=tXv-X5pQFnm-VEdjJUGCaug

Once the access request is accepted, an email, from Online Training <info@ehetraining.com>, will be sent with a password.

The Use of "Department"

EH&E categorizes groups by "department". In our case, we use this grouping for departments AND laboratories (e.g COEN – C-MEMS Complex). Please keep this in mind regarding references to a "department" in this document and EH&E. A current list of groups in the system may be viewed through the Access Request Form linked above.

Departments with Multiple Administrators

Care must be taken for those departments with multiple administrators since changes can affect all of them. Some examples:

- Changing a department password
- Adding or removing default training topics
- Removing assigned training topics
- Disabling a User
- Deleting a User

Procedures and/or communication requirements may be necessary to ensure all administrators are aware of changes and so Users or training records are not inadvertently deleted.

Log In

1. Visit the training website at https://www.ehetraining.com/boisestate
2. Click "Admin Login" located in the upper right.
3. Enter your full email address in the Login field (e.g. firstlast@boisestate.edu)
4. Enter the password provided via email indicating you've received administrative access.
    a. If you do not have a password, please complete the Access Request Form linked above.

Department Page

The department page is the initial view after logging into the system. It contains a list of Users and department settings, which include a list of default training topics (see Figure 1).

Department Password
A unique department password is used by new Users to register with a specific department. The password must be provided to an individual for them to register. Once registered, the User is assigned a key for future access. A DA may view and change the password under Department Settings.

Registering New Users
New Users must be provided a department password to self register.

Default Training
Default training is assigned to new Users upon registration. A list of default training topics may be viewed on the department home page. The list may be modified by clicking the "Change Default Modules" link at the bottom of the list. This will only alter default topics for future users. Current user's training requirements must be modified using the Assign Topic section on the department home page or through a User's page.

Modifying Assigned Topics

<u>Add a topic from the department page</u>

- Under Training Topics, select a topic to assign under the drop down menu.
- Select "To Everyone" or "Select Users" and click Assign
  - Choosing "Select Users", will display a page listing the users with checkboxes. Place a check next to those you wish to assign the topic and click submit.
  - WARNING: Assigning a User with a previously assigned topic will remove their completion date requiring them to complete it again.

<u>Add or remove a topic by User</u>

- From the department home page, click the User's name or "Details" link associated with them.
- The User's page shows a list of assigned topics (see Figure 2).
- To add, select a topic from the drop down menu and click assign.
- To remove, click the "Remove" link associated with the topic.
  - WARNING: This will erase any training data associated with this topic for the User.
  - Default topics can be removed if necessary (e.g. administrative assistant)

User Information & Status
A DA can alter User information and their status:

Enabled – using the system
Disabled – not using the system but records are kept in it.
Deleted – removes the user from the system AND all of their training records.

<u>From the department page</u>

- Click the User's name or "Details" link associated with them.
- To edit a User's name or email, click "Edit User" under Actions (User also has this ability).
- To send a new key, click "Send New Key" under Actions (User also has this ability)
- To delete a User, click "Delete User" under Actions.
  - PROCEED WITH CAUTION. Deleting a User removes their ENTIRE record from the system including all training data. It is imperative a department process be put in place to ensure someone is not inadvertently deleted.

Disabling a User

A User can be disabled rather than deleted to keep their records in the system but remove them from the compliance report. A disabled User will still show up in the Users list but their name will be in gray.

- On the department home page, click the “Disable” link associated with the User.
- The page will refresh and there name will appear gray.

A User may be enabled by just clicking their associated “Enable” link.

Completing Your Training

Each DA is assigned training as well. One quirk of the system is a DA cannot access their training using their log in and password, but a key just like a User. The easiest way to obtain a key is:

- Navigate to https://www.ehetraining.com/boisestate
- Click “Don’t have a key? Click here.”
- Click “Click Here to Continue” under “I’m already a user…”
- Enter your email address in the field provided and click submit.
- A key will be sent to you via email.

Please refer to the EH&E User Guidance document for additional information.

Certificate of Completion

A User who has completed all of their required training topics will have the ability to view and print a certificate indicating they have completed all of their safety training. It is recommended each User send an electronic or hard copy to their PI or Supervisor to serve as training documentation.

The Certificate does not identify the topics completed; just the fact the User completed all of their assigned topics. A list of a User’s assigned and completed topics may be viewed and printed by clicking “Details” associated with the User on the department page. A user may do the same from their main page.

Completion Requirements

After registration, each User is given 30 days to complete their assigned training. Refresher training for each topic must be completed annually.

Email Reminders

Each User will receive an email reminder for any training past due. Each reminder will be sent to the address specified in the User Settings.

Handling a User Associated With Multiple Departments

Each DA is assigned to a single department and cannot view User information or training records for a separate department, and a User can only be tied to one department at any given time. This results in some difficulties with a User associated with multiple departments. It is important for DAs from the different departments to work together to ensure this group of Users is correctly assigned training and they complete the requirements for each department. A DA can also use a Campus Administrator (e.g. Matt Lundgren) to assist in determining training assignments across departments.

Figure 1
Department Page

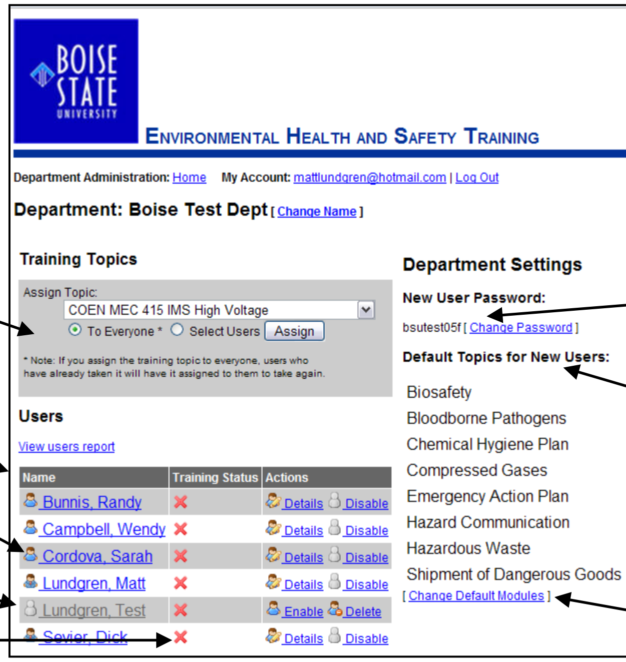
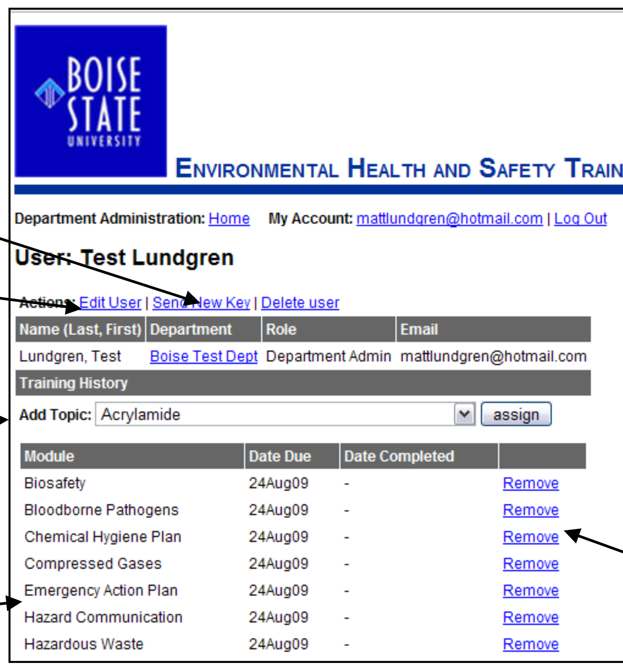


Figure 2
User Page



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