

# EH&E Online Training System USER BASICS

## Overview

The University uses an online training system as one way to provide general safety awareness training to faculty, staff, and students. Each Principal Investigator or Supervisor will require a User to complete applicable safety topics pertaining to the User's duties.

## The Use of "Department"

EH&E categorizes groups by "department". The University uses 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.

## Department Administrators

Department Administrators (DA) are those individuals with permissions to modify training assignments and view department User records. Typically Principal Investigators and Supervisors fall into this group as well as any specific personnel assisting with training compliance.

## Registration

New Users must be provided a department password to self register by their group's DA.

- Navigate to <https://www.ehetraining.com/boisestate>
- Click "Don't have a key? Click here."
- Click "Click Here to Continue" under "I'm a new user..."
- Enter the department password in the provided field and click Submit.
- Enter your email address, first name, last name, and click Submit.
  - A BSU email address is not required.
- An email will be sent with instructions and key to log into the system.
  - The email will be sent from "Online Training <info@ehetraining.com>".
  - If you do not receive it in a timely manner, please check your spam folder.

## User Key & Accessing the System

A key will be sent via email to the address provided during registration. Open the email and click "Click here" or navigate to <https://www.ehetraining.com/boisestate> and enter the key in the provided field. The key will be used for all future access to the system.

### Saving Your Key

There are a couple of options for saving a key for future use.

**Email** – save your email and use the link provided.

**Favorite/bookmark** – Follow the instructions below for the browser used:

#### Internet Explorer

1. Open the email containing the User key.
2. Right click on "Click here" and select "Add to Favorites..."
3. Rename it, find a folder for it, and click Add.

#### Firefox

1. Open the email containing the User key.
2. Right click on "Click here" and select "Bookmark This Link"
3. Rename it, find a folder for it, and click Done.

## Google Chrome

1. Open the email containing the User key.
2. Right click on “Click here” and select “copy link address”.
3. Open Bookmark Manager – Ctrl+Shift+B or find it under the wrench icon (upper right)
4. Click Organize in the toolbar and select “Add page...”
5. Name it, paste the url, click OK.

The url should be “<https://www.ehetraining.com/index/key/key/>” followed by your entire key.

## Lost Key

- 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 used in your User Settings in the field provided and click submit.
- A new key will be sent to you via email.

## **Assigned Training Topics**

Each User is initially assigned a default set of topics determined by a DA. The DA can modify the assigned topics based upon the User’s duties. Contact your DA with questions regarding your assigned topics.

## **Main Menu**

The User is directed to the main menu after providing their User key. The main menu displays the User’s name, email address, and assigned training topics. It also displays due dates, and completion dates.

## Change User Settings

A User can change their name and email address at any time by simply clicking “Change User Settings”.

## **Completing a Topic**

From the main menu, the User simply clicks the “Start Training” button associated with the topic they wish to complete. The User must read the information and pass the quiz to complete the topic. Once completed, the “Start Training” button will be replaced by with “Completed”.

## **Completion Requirements**

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

## **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.

## **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.

A refresher training reminder will be sent 60 days prior to the upcoming due date.