

## ENVIRONMENTAL HEALTH & SAFETY Web Site Training Schedule FAQ

- **How do I sign up for an EH&S class?**

1. Go to the training schedule of the EH&S Web Site. Point your web browser to <http://ehs.ucsb.edu>. Click on Training.
2. Read the instructions that will guide you through the process. If you do not know your employee ID #, please refer to your staff card or see your department's administrator. If you are not employed by the University of California or are not a student of UCSB, then you will need to be assigned a unique number. Please contact x7534.
3. After you click on the Submit button, you will receive a confirmation email message with the course name, date, time, and location.

- **How do I cancel my enrollment?**

Please contact x7534.

- **How do I update my contact information?**

1. On the main Training Schedules Web page, click on "Contacts/Profiles Search." **OR**
2. Point your web browser to <http://ehs.ucsb.edu/profiles>.
3. Type your full or last name in the name field and click on the Search button.
4. Click on your name in the search results.
5. Edit any of the fields and click on the Submit button.

- **How do I enroll a group of staff and/or students from my department in a class?**

1. Ensure that EH&S has your correct contact information.
  - a. See above section, "How do I update my contact information?"
  - b. If you have not taken a training session with EH&S before, or are not a Department Safety Representative (DSR) or Alternate-DSR, then you are most likely not in our database. Notify an EH&S staff person (x7534) and s/he will add you to our database. Please provide your name, employee ID # or perm #, department, phone number, email address, and affiliation (staff, faculty, or graduate student).
2. Go to the training schedule of the EH&S Web Site. Point your web browser to <http://ehs.ucsb.edu>. Click on Training.
3. Select the course in which you would like to enroll a group of people.
  - a. Click on the Course Title.
  - b. Click on "Batch Enrollment Form," located at the bottom of the page.
4. Enter your employee ID # or perm # and click on the Submit button.
5. Fill in up to 15 names, perm #'s or employee ID #'s, and affiliations, and click on the Submit button when done. [Note: If a perm # or employee ID # matches a contact already in our database, the name in our database will be displayed instead of the name you enter and will be followed by "(already in system)." If a trainee entered is NOT in our database, a contact record will be added with your department, phone number, and email address. A confirming page will display the trainees added and trainees already in our database. In addition, you will receive a confirmation email message for each person you enroll.]

If you have any questions, or would like to report any problems with the web batch enrollment process, please contact x7534.

- **How do I access my department's training records?**

1. On the main Training Schedules Web page, click on "Department Training History." **OR**
2. Point your web browser to <http://ehs.ucsb.edu/departmentraininghistory>.
3. Enter all or part of a trainee's name and/or select your department, **OR** select a supervisor.
4. Enter start and end dates. The default start date is 07/01/2000 and the default end date is the current date. (Note: Only records from 07/01/2000 forward are available.)
5. By default, all courses are shown. If you want to show only supervisor/employee online responsibilities/resources training, select it after "Show," and select your department only. Do not enter a name or select a supervisor.
6. Select how you would like the records sorted. Records can be sorted by: Date of Course, Course Name, Name of Trainee, Affiliation (Faculty, Staff, Student, etc.), Supervisor, or Status (Attended, Enrolled, etc.).
7. Click on the Search/Refresh button.