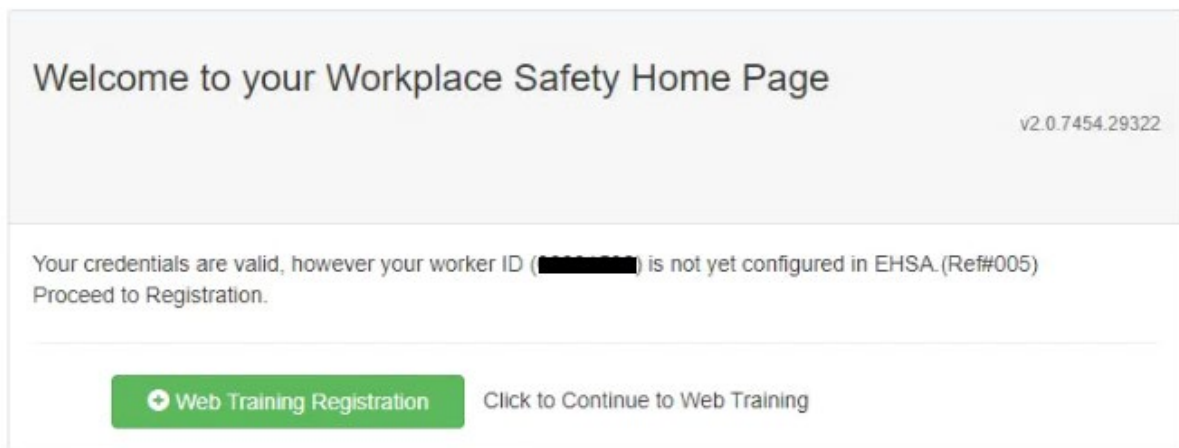
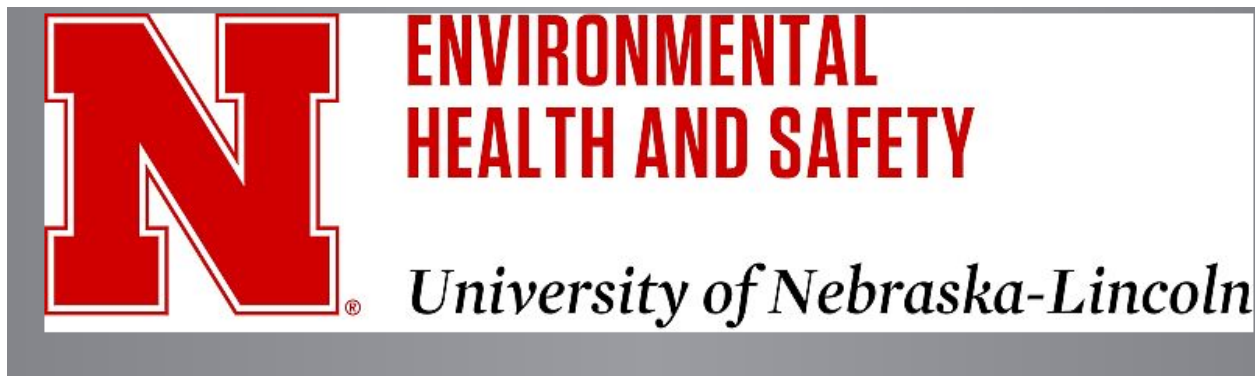


First time taking EHS Web-based training?

After review of this instructional document return to website to proceed.

The first time you take EHS web-based training you will need to provide information about yourself to be entered into the EHS database as the EHS database is standalone and not tied in with the payroll or student databases.

After UNL credential verification, first time trainees will be redirected to a gateway website (EHSA, the EHS web-based training portal). If the message on this site says "Your credentials are valid, however your worker ID (your ID number) is not yet configured in EHSA," click the green "Web Training Registration" button to continue to Web Training.



If your credentials are **not valid**, contact the UNL Help Desk at 402.472.3970 for assistance.

Since you are taking EHS web-based training for the first time, you will next be asked to complete a Training Registration form. You will need to complete the red-starred items before you may proceed (image below). Use the arrows to the right of the field to view a drop-down list. Find and select your Department.

Supervisor is not necessary if your supervisor is not listed and that is not a required field so you may leave "Supervisor" blank. The items with the star ARE required.

The screenshot shows a web form titled "Training Registration". The form contains the following fields and controls:

- *University ID Number**: A text input field. To its right, there is a note: "*University ID is your unique 8-Digit Number" and "Required fields are denoted with an asterisk".
- *First Name**: A text input field.
- *Last Name**: A text input field.
- Phone #**: A text input field.
- *Email**: A text input field.
- *Department**: A dropdown menu.
- Start Date**: A date picker field with a calendar icon.
- Supervisor**: A text input field.

At the bottom of the form, there are three buttons: "Reset Form" (grey), "Cancel" (white with grey border), and "Continue" (green).

NOTE: If taking a number of EHS online courses the first time you register, you will get the pop-up asking for that information again as your record of successful completion is not pulled into the database until you EXIT the program. Thus, it is recommended that after taking your first EHS web-based training you EXIT and then logon in to take subsequent training you need.

To take a number of trainings in one session, click either SAVE AND EXIT OR CANCEL to return to the Training Information page to select another training. For help email ehs@unl.edu.

Make sure you correctly enter your NU ID along with the starred information and any other information you know. CAREFULLY enter your email address. If you enter a misspelled email address, you will not receive a confirmation of successful completion! Once the form is completed, click "Continue."