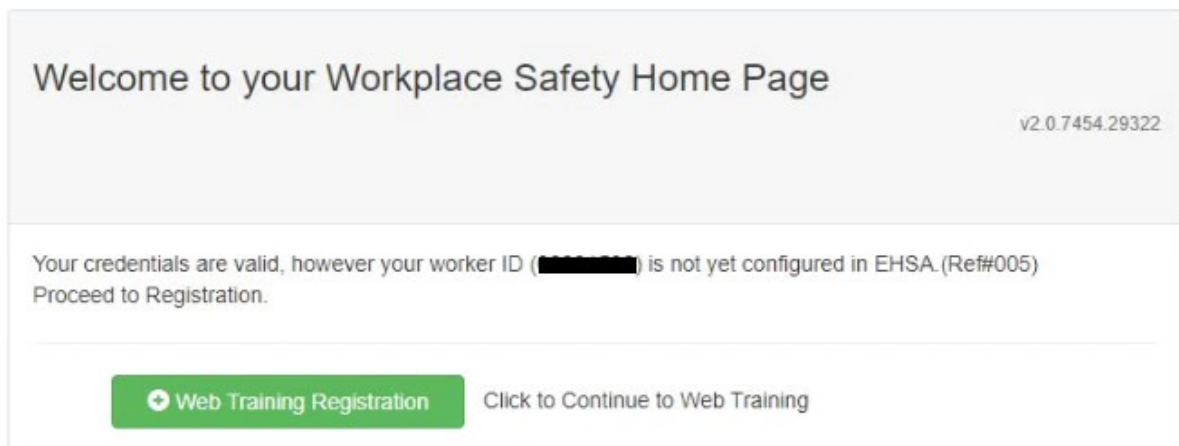


First time taking EHS Web-based training?

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 and your Worker Type (e.g. Staff,

Student, Graduate Student, Food Handler-Dining Services, Maintenance Worker, Custodial, etc.). Your Supervisor may not be listed, but that is not a required field so may be left blank.

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

- *University ID Number**: A text input field. To its right, a note states: "*University ID is your unique 8-Digit Number". Below this note, a general instruction reads: "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.
- Worker Type**: A dropdown menu.
- 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).

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."

Now you may proceed to select and take an EHS web-based training course. To take multiple EHS courses in a session, click either SAVE AND EXIT OR CANCEL to return to the Training Information page to select another training.

After taking your first EHS training, the Training Registration will pop up again with the fields populated. You may make any changes necessary or click the green Continue button to take additional training.

The first time you take an EHS web-based training, your record will go into a holding area pending Approval. This is why the Training Registration pops up multiple times during your first training session. Approval occurs daily on weekdays, excluding holidays, between 8 am and 4:30 pm. **Once Approved, your record will be in the EHS database and you will no longer see the Training Registration pop-up.**

If you still have questions, they may be addressed by emailing ehs@unl.edu