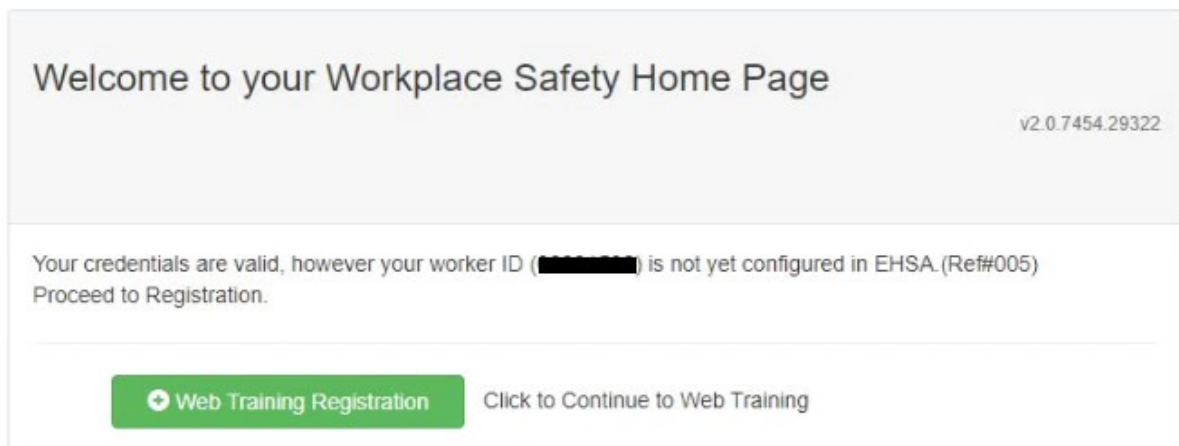


# First time taking EHS Web-based training?

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,

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.

Training Registration

\*University ID Number  \*University ID is your unique 8-Digit Number  
Required fields are denoted with an asterisk

---


\*First Name

\*Last Name

Phone #

\*Email

\*Department

Start Date  

Supervisor

---

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 we-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](mailto: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."