Due to recent improvements in the <u>www.safetytraining.nih.gov</u> website it is now easier than ever to track the status of personnel at NIH. This is a brief guide of the steps you need to take to set up and begin tracking training for you staff.

Step 1. Select "Account Login", Located in the upper right corner of the screen.

Skip Navigation	Account Login
NIH National Institutes of Health Office of Management	
Division of Occupational Health and Safety Office of F	Research Services
Training Home	
Safety Training	
DOIIS	
View Training Requirements Laboratory Reference Materials and Videos	
Please select from one of the options below.	
Class Schedules and General information about training classes	
Please Log In for Supervisor/Manager Access or to View Your Transcript	
2014 Brochure (New Window)   Division of Occupational Health and Safety   Division of Radiation Safety   ORS   NIH   Terms of Use and PII Statement   Rules of Conduct   View Shuttle Bus Schedule   View J	NIH Map (New Window)
For information regarding Safety Training and this site, please <u>Contact Us</u> .	
Disclaimer   Privacy   Accessibility	
(U 1. Department of Hannan Services - WH) Mational Advances	

Step 2. Choose your login option or create a new account if you do not have one.

Skip Navigation		Account Login				
NIH National Insti	tutes of Health					
<b>Division of Occupational Healt</b>	h and Safety	Office of Research Services				
	Training Home					
	Safety Training Records Account Log In Type Selection					
DOHS						
	Please Select Your Login Option					
	Option 1					
	Click here to use your NIH login credentials for sign in					
	Option 2					
	Click here to log into this website with your Safety Training user ID and password					
	Option 3 Click here to grapte a new user account					
2014 Brochure (New Window)   Division of	Occupational Health and Safety   Division of Radiation Safety   ORS   NIH   Terms of Use and PII Statement   Rules of Conduct   Vi	ew Shuttle Bus Schedule   View NIH Map (New Window)				
For information regarding Safety Training and this site, please <u>Contact Us</u> .						
Top   Disclaimer   Privacy   Accessibility						
	U.S. Department of Health & Human Services VH Methods Health Services					

Step 3. Click on "Employee Tracking".

NIH National Institutes of Health							
Division of Occupational Health and Safety	Office of Research Services						
Training Home   Your Training Requirements   Logout   Update Profile   Help (New Windo	w)						
Employee Tracking rainee Records							
Safety Training Course Records							
DONS							
Employee Safety Training Records from June 2008 to present, use fields below.							
Supervisor/Safety Specialist Reports							
Enter the first and last names of up to 15 employees and select "[Run Report]" to produce a list of classes each employee has taken.							
Note this search will be performed for the following Institute: OD							
First Name Last Name Last 3 Queries							

Step 4. Click on "Lookup / Add User".

Skip Navigation	
NIH National Institutes of Health	
Division of Occupational Health and Safety	Office of Research Services
Training Home   Your Training Re	equirements   Logout   Update Profile   Help (New Window)
E	mployee Tracking Trainee Records
Lab	ooratory Safety Training Courses
DOHS Employee Tracking	
Lookup / Add User »	Export Employee Tracking To Excel (CSV)
BSL-3 Lab + Shipper	Training Course Requirements: = Completed = Past Interval since Last Completion = Not Completed

**Step 5.** Type in the first and/or last name of the employee you want to track, then select them from the list.

Stude Please co them to y	mplete the fo	<b>up</b> Ilowing form report.	to locate traine	es. Onc	e you have loca	ated the desired tra	inee, click the "Se
Return t	to Employee	Tracking					
First Nan	ne: Test		Last Name	Studer	ıt	Institute: OD	✓ Search
Search R	Results - You	ur Search Re	turned 1 Reco	ord			
User Id	First Name	Last Name	Work Phone	Institu	ite Select		
	Test	Student		OD	Select »		

**Step 6.** Select the role for that employee.

DOHS					Laboratory Safety Training Courses
					Successfully Removed User Proc. Tracking
Employee	Tracking (JOH	N VEITCH UN	ser View)		
Lookup / Add	d. Marce				Export Employee Tracking To Excel (CS
Non lab p	ersonnel				Training Course Requirementer + Completed + but Interval since Last Completion + fast Complet
2 Married	Otherse [Granwright	all textitute	Judy Trans Street	P op bracking	
Test	Student	00	Num John per second	-	
		-	,	-	Training Course Requirements:

**Step 7.** Select the employee job function from the menu. There are descriptions of the positions displayed when you select a category. Click on "Proceed" after you have found the appropriate category.

			Update Job Function Category for Test Student	
ITCH U	ser View)		Update Job Function Category for the selected user. Job Function Category: BSL-3 Lab + Shipper V * Required BSL-3 Lab + Shipper - Works in BSL-3 lab and participates in shipping	
			- Past Ir	terval sino
ditube	Non.lab personnel	Stop Ti		_
			= Post Ir	iterval sino

**Step 8.** Repeat with each employee you want to track. Upon completion you will have a color coded view of your groups training status. Green is up-to-date. Yellow is expired. Red is never completed.

BSL-3 Lab + Shipper						T	raining Course Re	quirements:	= Completed = Past Interval since Last Completion = Not Completed
FName	UName (transcript)	Institute	Job Function	Biological Materials Shipper Training	Lab Safety		Bloodborne Pethogen Training	85L-3	Stop Tracking
One	Student	00	BSL:3.Lab.x Shipper	03/10/2011	01/06/2014 Rafresher - Lab Sofety		01,/00/2014 Rahashar - Bloodborne Pathogens	60/11/2014 Biological Safety Level 3 Training	Ramova
Test	Student	00	851.:3 Lab. t Shipper					05/31/2013 Biological Safety Level 3 Training	Komovs
Two	Student	00	851-3 Lab.± Shipper	01/11/2000	01/32/2014 Rafrisher - Lab Safety	,	03/05/2014 Rafroshor - Bioodborne Pathogens	07/18/2012 Biological Safety Level 3 Training	Ramon
					[	T	raining Course Re	quirements:	Completed Past Interval since Last Completion Not Completed

That's all there is to it. Just set up your tracking list and log in periodically to check the status of the personnel you are responsible for tracking.