



EHS Assist Training Records Guide



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Accessing the Training Records Module

Step 1

Login into EHS Assist - <https://ehsa.vanderbilt.edu>

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

From the EHSA Homepage, select the **Training Records** icon.



How to View Current Training

The Training page is divided into three main sections:

1 Attached Workers – These are the current workers that have been registered to a specific PI. If you need to see former workers registered, click

[View Former Permit Workers](#)

2 Training Requirements – Not currently used in EHS Assist.

3 Training History – Instead of using VU's Oracle Learning to view worker's current training, use this section to see a *view only* feed directly from VU's Oracle Learning site.

Note: Training cannot be edited or added here. Oracle Learn is still VU's central platform for training.

The screenshot shows the EHS Training page with the following sections:

- Attached Workers (Section 1):** A table with columns 'Worker ID #' and 'Name'. It shows three rows: 'Worker 1', 'Worker 2', and 'Worker 3', each with 'Last name, First Name' in the name column. A 'View Former Permit Workers' button is highlighted in orange at the top.
- Training Requirements (Section 2):** A table with columns 'Due Date', 'Status', 'Category', 'Course #', 'Course Name', and 'Curriculum'. The table is currently empty.
- Training History (Section 3):** A table with columns 'Training Date', 'Category', 'Course #', 'Course Name', 'Certificate #', 'Document...', and 'Frequency'. It shows four rows of training records, including 'Asbestos Awareness and Policy at VU' and 'Refrigerant Management'.

Viewing a Training History Report

A date customizable report is available that displays all the training history for a PI and their workers.

1 On the **Training Page**, click the **Training Reports** dropdown and select **Training History by P.I.**

2 A **Report Parameters** window appears allowing a date range with the PI information already populated.

3 Click **View Report**

4 A multi-page pdf is generated that displays the training histories grouped by employee name.

The screenshot illustrates the process of generating a Training History Report. It shows the 'Training Reports' dropdown menu with 'Training History by P.I.' selected. The 'Report Parameters' window is open, showing 'Start Date' and 'Stop Date' both set to 6/2/2023, and 'P.I./Supervisor' set to 'Test, PI'. The 'View Report' button is highlighted. The final report output is a multi-page PDF titled 'Training History by P.I.' for 'Vanderbilt University', showing training records for 'TEST Test, PI' from 6/2/2019 to 6/2/2023.

Employee Name	Course #	Course Description	Training Date	COMMENTS
Last name, First Name	OLC2083017	2021 Annual Biosafety Refresher (OCRS)	03/15/2021	
Last name, First Name	OLC446020	Dry Ice Shipping	07/12/2019	
Last name, First Name	OLC1679008	VU Laser Safety Video Training	09/26/2022	VU Laser Safety Video Training
Last name, First Name	OLC1680013	VU Laser Safety Video Training	09/26/2022	VU Laser Safety Video Training
Last name, First Name	OLC1819013	Chemical and Physical Safety in Laboratories 2021-2022 Academic Year	09/21/2022	Chemical and Physical Safety in Laboratories
Last name, First Name	OLC1819016	Chemical and Physical Safety in Laboratories 2021-2022 Academic Year	09/21/2022	Chemical and Physical Safety in Laboratories
Last name, First Name	OLC1819020	Test: Chemical and Physical Safety in Laboratories 2021-2022 Academic Year	09/21/2022	Test: Chemical and Physical Safety in Laboratories
Last name, First Name	OLC1819023	Test: Chemical and Physical Safety in Laboratories 2021-2022 Academic Year	09/21/2022	Test: Chemical and Physical Safety in Laboratories
Last name, First Name	OLC1850009	Chemical Lab Waste Course 2021-2022 Academic Year	09/21/2022	Chemical Lab Waste Course
Last name, First Name	OLC1850014	TEST Chemical Lab Waste 2021-2022 Academic Year	09/21/2022	TEST Chemical Lab Waste
Last name, First Name	OLC1851011	Chemical Lab Waste Course 2021-2022 Academic Year	09/21/2022	Chemical Laboratory Waste Course

EHS Assist – Additional Info

Find additional EHS Assist guides here:

<https://www.vanderbilt.edu/ehs/ehsassist>

With any questions, concerns or suggestions, contact the EHS Assist Administrator - **ehsa@vanderbilt.edu**

