VANDERBILT UNIVERSITY

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.

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.

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

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