



EHS Assist Training Records Guide





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Accessing the Training Records Module

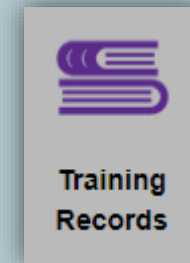
Step 1

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 three main sections. The first section, 'Attached Workers', is labeled with a circled '1' and shows a table of workers. The second section, 'Training Requirements', is labeled with a circled '2' and shows a table of training requirements. The third section, 'Training History', is labeled with a circled '3' and shows a table of training history.

Attached Workers

Worker ID #	Name
Worker 1	Last name, First Name
Worker 2	Last name, First Name
Worker 3	Last name, First Name

Training Requirements

Due Date	Status	Category	Course #	Course Name	Curriculum
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Training History

Training Date	Category	Course #	Course Name	Certificate #	Document...	Frequency
08-22-2022		OLC24730...	Asbestos Awareness and Policy at VU		☐	One-Time
08-22-2022		OLC24730...	Asbestos Awareness and Policy at VU		☐	One-Time
08-22-2022		OLC24730...	Refrigerant Management		☐	One-Time
08-22-2022		OLC24730...	Refrigerant Management		☐	One-Time
			Universal Waste			

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 interface 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 resulting report is a multi-page PDF titled 'Training History by P.I.' for 'Vanderbilt University', showing training history for 'Test, PI' from 6/2/2019 to 6/2/2023. The report is grouped by employee name and lists training courses with their descriptions and dates.

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/facilities/ehs/ehsa>

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



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