

EHSA TRAINING RECORD ACCESS

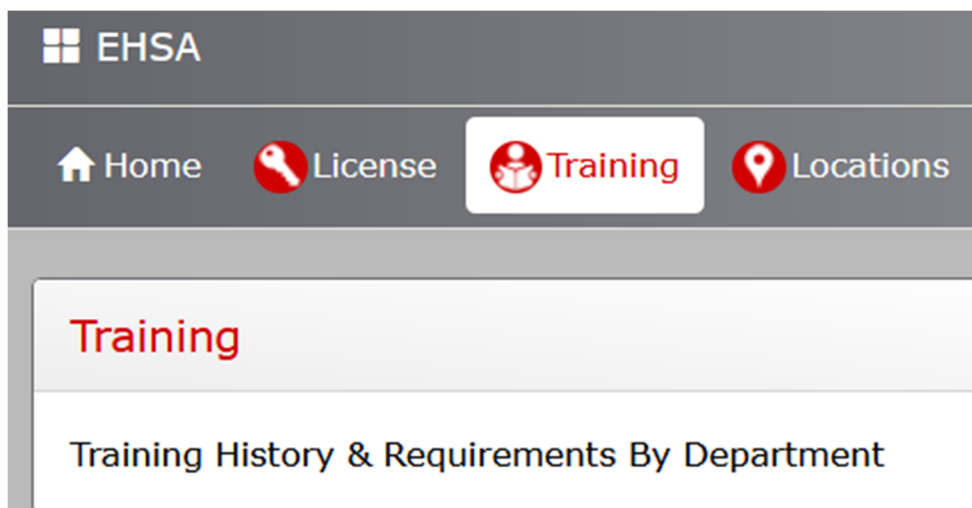
February 14, 2024

Scope

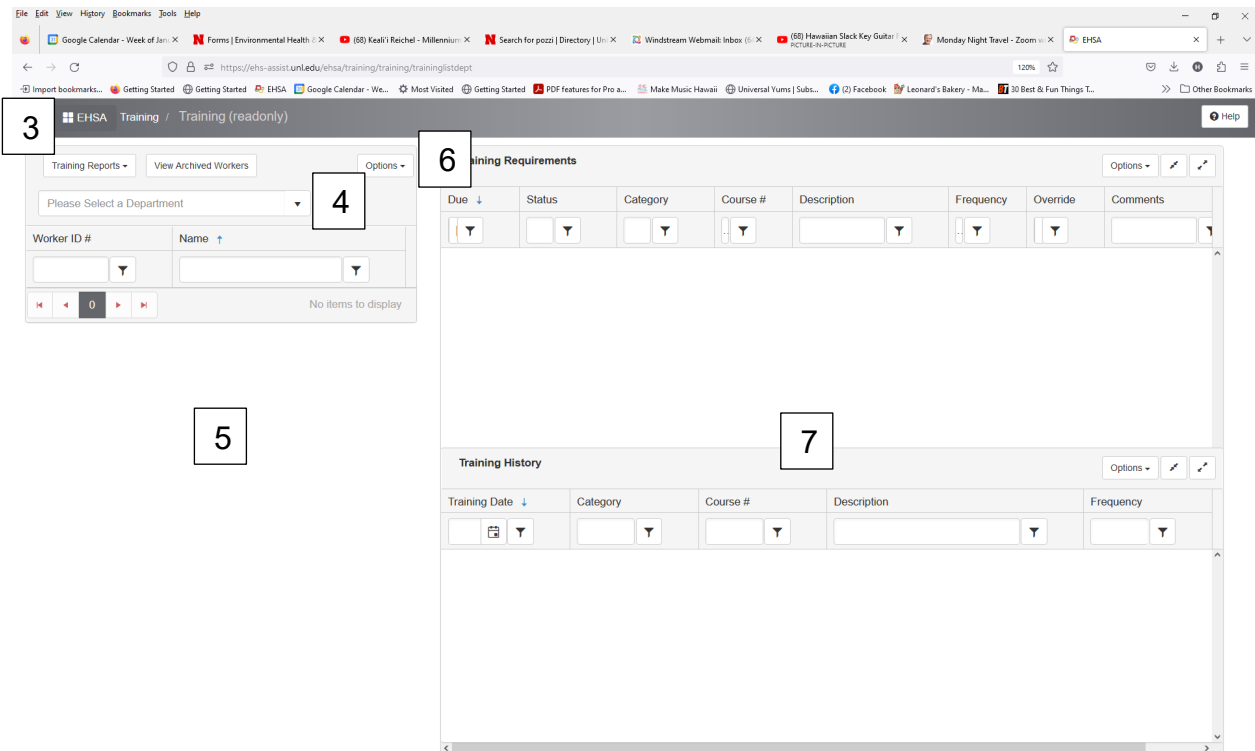
This is a reference guide for those people with the responsibility to monitor EHS-related training for their department/area/lab and who have been set up with the necessary permissions by an EHS database administrator to access the EHSA database.

Log In – View History & Requirements

1. Login to <https://ehs-assist.unl.edu/EHSA/> with your UNL Credentials.
2. Select the Training Icon/Wording to the right of HOME. When you select Training, you will see the following:



3. Click on the "Training History & Requirements by Department link. This will take you to a page with the words EHSA/Training/Training (readonly) that looks like the image below.



4. On the left side of your monitor screen, in the field “Please Select a Department” use the dropdown arrow to find your department name as set up in the EHS database. This information was provided to you after your access to view training records became available.
5. You will see a display with two columns on the left side of the screen. Worker ID# (NU ID) will be in the lefthand column and Name (LN, FN) in the righthand column.
6. To print out/save a list of all workers EHS identifies for your department, click the Options button immediately above the name of your department to print/save in either PDF or excel format.

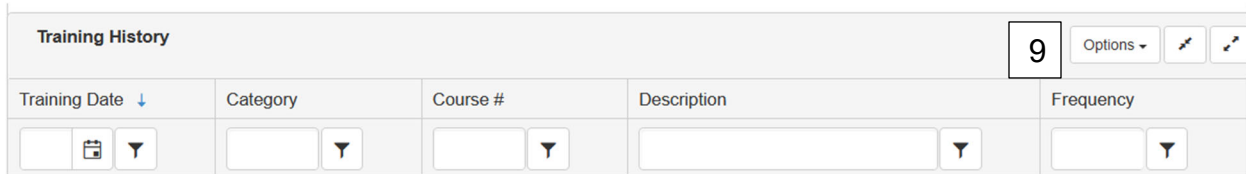
Print Individual Worker Requirements or History

7. When you select (highlight) a worker in the pane on the lefthand side of the screen, you will see training information for that worker on the right half of the monitor screen (image above). Training History is on the bottom part of the screen and Training Requirements is on the top part of the screen. Training that is due will be red highlighted with Due Date shown in the Date column. Note that there are several ways to sort the information but Due (date) is the default.

- To print Training Requirements for a selected worker, click the Options button on the right top of that area (img following) and select either Export to PDF or Export to Excel as you prefer. Note that there are several ways to sort the information but Due (date) is the default. The arrows to the far right (image below) allow the user to expand/contract Training Requirements display area.

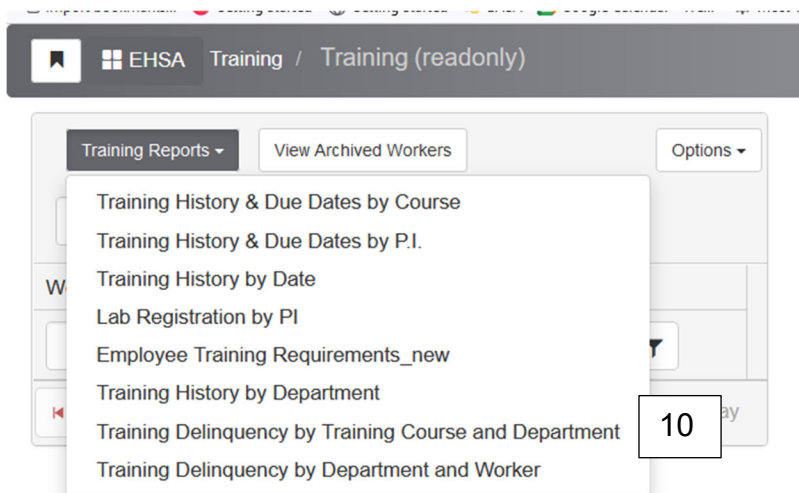


- To print Training History for one worker selected, click the Options button on the right top of that area (image following) and select either Export to PDF or Export to Excel as you prefer. The arrows to the far right (image below) allows user to expand/contract Training Requirements display area.




Print a Report for the Department


- In the Training Reports dropdown immediately above your department name, click to access various reports. Training Delinquency by Training Course and Department will show all workers in your department who need training with the date initial training was taken (if taken) and when subsequent training is due.




11. Select a beginning date of search parameters starting with a date in the past selecting an ending date, either a current date or a future date to list workers with upcoming training due/overdue.
- You can print out all training taken/due or select a specific course number by clicking in that field. Begin typing the course name. If you are unsure of the course name, refer to the EHS Training Needs Assessment document https://ehs.unl.edu/Training_Needs_Assessment.pdf. Select preferred Format Type, PDF or Excel File.
 - If you leave course number field blank you can see all courses that are due/past due.
 - You will need to enter the name of your department, so you get results for **only** your department's workers.
 - Select the Format Type you prefer, either PDF or Excel.
 - Click "View Report" to view results.

Report Parameters ×

Start Date 

Stop Date 

 Autofill ▾

course_number *No Selections = All

department *No Selections = All

Format Type ▾

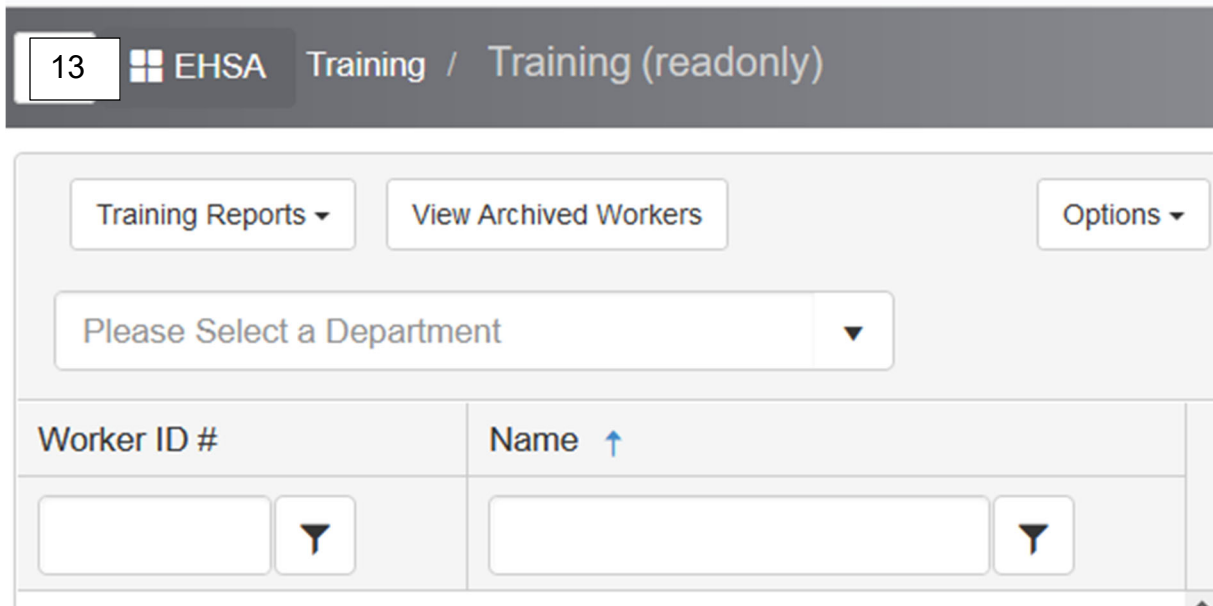
12. You may have been given access to view training requirements and training history of your student workers. Student workers are in the EHSA database with

their major department listed as “department” rather than the department where they work.

- f. In the field “Please Select a Department” use the dropdown arrow to go back to the first listing, ***Show All***.
- g. Then enter your department student worker’s NU ID or Name (LN, FN).
- h. Note: Their major department may have requirements different from/beyond any requirements for their work in your department so you will see courses you are not familiar with.
- i. The student worker may not have a requirement set for your department’s worker requirements. Therefore, you would need to search the student worker’s Training History to determine whether they have taken the training your department requires.

Ending the Session

13. Be sure that, once you have completed the training evaluation you return to the main screen by clicking EHSA at the top left of the screen (image).



The screenshot shows a web application interface for EHSA Training. At the top, there is a navigation bar with a logo, the text "EHSA Training / Training (readonly)", and a user ID "13". Below the navigation bar, there are three buttons: "Training Reports" with a dropdown arrow, "View Archived Workers", and "Options" with a dropdown arrow. Below these buttons is a search field labeled "Please Select a Department" with a dropdown arrow. At the bottom, there are two columns: "Worker ID #" and "Name" with an upward arrow. Each column has a search input field with a dropdown arrow.

14. At the login screen your name will appear on the far right (name obscured in image below). Click the dropdown and select Logout.



**ENVIRONMENTAL
HEALTH AND SAFETY**

University of Nebraska-Lincoln



Logout

14

Save Settings

Clear Settings

Help Videos

What's New

About...

v. 2.0.8803.28688