

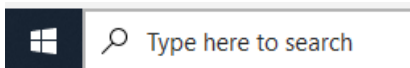
COMPLETING ONLINE EHS COURSES

This document explains how to enroll in and complete online Environmental Health & Safety (EHS) courses in **Quercus**. Before you begin, you will need a **UTORid** (obtained from the TCard Office if you are a student, or your HR representative during the onboarding process if you are a staff member). For other users who may be required to take EHS courses (e.g. contractors, temporary staff / faculty, volunteers), please contact your Business Officer or Departmental Administrator to obtain a long-term guest UTORid.

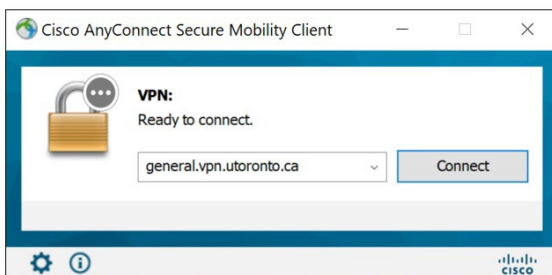
BEFORE YOU BEGIN:

1. My EHS Training is **ONLY** accessible through **VPN access** to the server. **You must be logged into VPN, regardless of whether you are present on campus or working remotely.** VPN access is available for all faculty, staff and students. To obtain VPN access, please refer to the U of T Help Desk's guide to [Installing and Connecting with AnyConnect](#).

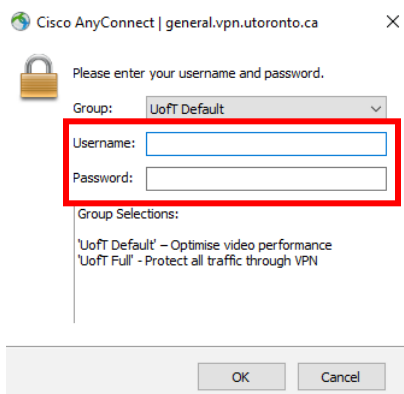
- a. To log into VPN, click on the **Cisco AnyConnect Secure Mobility Client** icon  on the Windows taskbar, or search 'Cisco AnyConnect Secure Mobility Client' using the Windows search bar:



- b. Connect to UTORvpn. If the default is 'admin.vpn.utoronto.ca', change it to **general.vpn.utoronto.ca** as shown below (you may need to type it in manually):



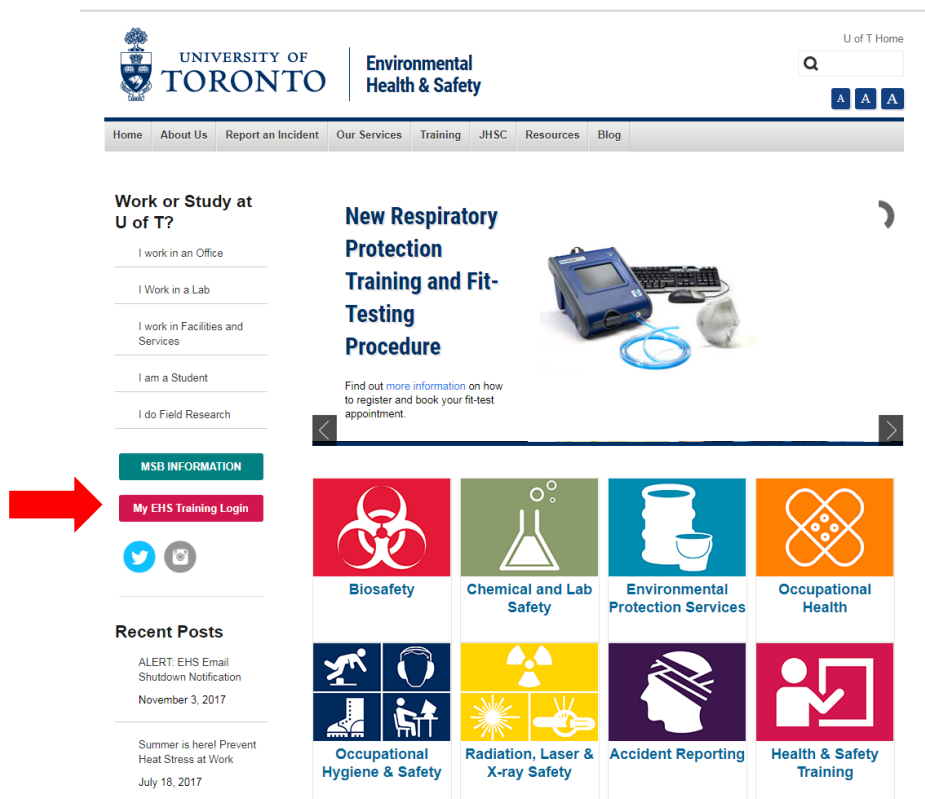
- c. Enter your UTORid in the Username field, and your UTORid password. Click OK.



For other technical issues, please refer to the Technical Support section under the [Training FAQ](#) or contact ehs.courses@utoronto.ca for further instruction.

COMPLETING ONLINE EHS COURSES:

1. Launch your internet browser and go to the **University of Toronto EHS homepage**.
URL: <https://ehs.utoronto.ca>
2. Under the sidebar menu, select **My EHS Training Login**. Here you will find more information on how to register for EHS courses and create your 'My EHS' training profile.



3. Scroll to the bottom of the next page and click on **Log into My EHS Training**.

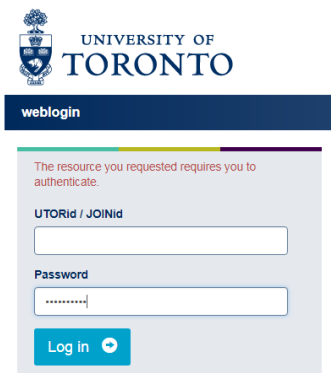
- Managers will be able to view BHSAT training records via the Manager Self-Service (MSS). Business officers will also be able to access all current and historic BHSAT training records for their department via the Mandatory University Training Report in HRIS/SAP. We will provide more information/instructions in the near future – please check back at the end of September.

For all training and registration, inquiries please contact the [EHS Office](#) or the Training Coordinator at 416.978.6011. (If you encounter an error message while logging in, close your browser completely and try again. Make sure you are logging in while on campus.)

*Please use Chrome or Mozilla Firefox browser to login.

Log into My EHS Training

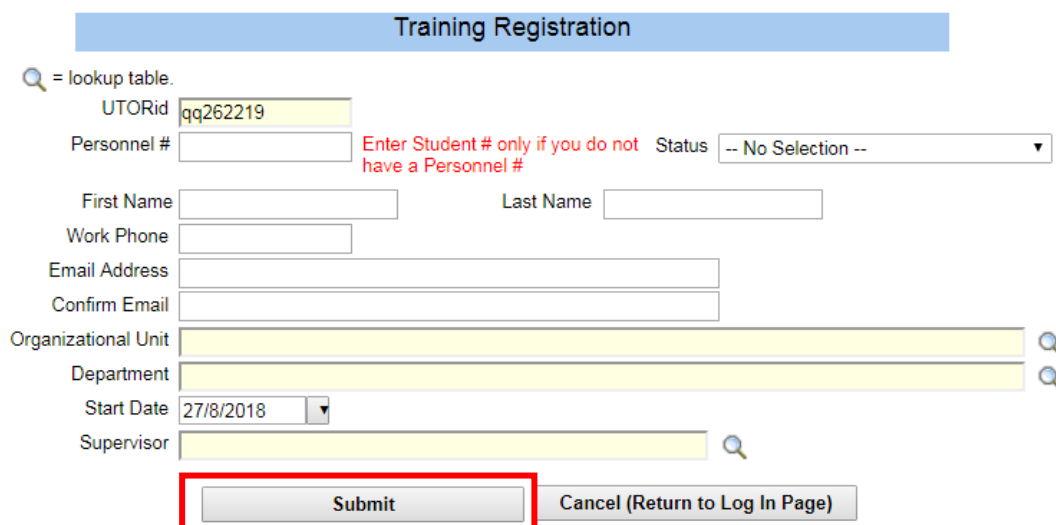
4. You'll see a new window where you are required to log in with your UTORid and password.



The image shows the University of Toronto weblogin page. At the top is the University of Toronto logo. Below it is a dark blue header with the word "weblogin" in white. The main content area is light grey and contains a message: "The resource you requested requires you to authenticate." Below this message are two input fields: "UTORid / JOINid" and "Password". The password field has a masked password "*****". At the bottom of the form is a blue "Log in" button with a white right-pointing arrow.

NOTE: In some instances, you may need to authenticate twice. If you are taken back to this same login screen, try entering your UTORid and password again.

5. If you are accessing My EHS Training for the first time, you will be prompted to set up your **'My EHS' Training Profile** on the following screen. Complete the Training Registration form and click **Submit**.
- NOTE:** If you do not have a personnel or student number, enter your UTORid twice (under the 'UTORid' and 'Personnel #' fields) when setting up your training profile.



The image shows the "Training Registration" form. At the top is a blue header with the text "Training Registration". Below the header is a search icon and the text "= lookup table.". The form contains several input fields: "UTORid" (with the value "qq262219"), "Personnel #" (with a red note "Enter Student # only if you do not have a Personnel #"), "Status" (a dropdown menu with "-- No Selection --"), "First Name", "Last Name", "Work Phone", "Email Address", "Confirm Email", "Organizational Unit", "Department", "Start Date" (a date picker set to "27/8/2018"), and "Supervisor". At the bottom of the form are two buttons: "Submit" and "Cancel (Return to Log In Page)". The "Submit" button is highlighted with a red border.

6. On the **My EHS Training homepage**, you can search and register for both online and in-class EHS courses, view your training history and check the status of your enrolled courses. To view the full course list, click on **Select from all available courses**.

Test Student is currently registered in the following EHS courses:

Course #	Course Name	Session	Your Status

Register for an EHS course:

[Select from all available courses](#)
[Select from courses required for my work](#)



7. You can find a specific course using the following methods:

- Use the **scroll bar** on the right to view all courses on a page (up to 50 courses are displayed on each page).
- Click on the **Previous** and **Next** buttons at the top to navigate to additional courses.
- Sort the list by Course, Description or Date/Time using the **filters** (▲ ▼) at the top of the table.
- Enter **keywords** for the course description or number using the search bar at the top.

Select a course.

Search by: Description Search Type: Contains Search: Too many records. Enter more characters or hit "Next". 1-50 of 68 Previous Next Cancel

	Course # ▲	Description ▲	Date/Time ▲	Status ▲	
Select	EHS509	Asbestos Awareness (Online)			Full Course Details
Select	EHS568	Asbestos REFRESHER for Asbestos Workers & Their Supervisors (Type 1&2)	Tuesday, December 4th, 2018 at 12:00 PM to 4:00 PM	7 spaces open	Full Course Details
Select	EHS567	Asbestos Training for Asbestos Workers and Their Supervisors (Type 1 & 2 Work)	Tuesday, October 9th, 2018 at 8:15 AM to 3:45 PM	10 spaces open	Full Course Details
Select	EHS615	Autoclave Staff Training			Full Course Details
Select	EHS002	Basic Health and Safety Awareness (online)			Full Course Details
Select	EHS602	Biosafety Refresher			Full Course Details
Select	EHS603	Blood-borne Pathogens			Full Course Details
Select	EHS732	Closed Beam & Low Classes Laser Safety			Full Course Details
Select	EHS530	Cold Stress: Working in Cold Environments (Online)			Full Course Details
Select	EHS997	EHS Training Updates	Thursday, September 6th, 2018 at 3:00 PM to 4:00 PM	22 spaces open	Full Course Details
Select	EHS997	EHS Training Updates	Tuesday, September 11th, 2018 at 3:00 PM to 4:00 PM	25 spaces open	Full Course Details
Select	EHS564	Electrical Safety Awareness (Online)			Full Course Details
Select	EHS524	Ergonomics for Campus Moving, Grounds and Recycling (Online)			Full Course Details
Select	EHS523	Ergonomics for Child Care Providers (Online)			Full Course Details
Select	EHS110	Fall Safety Awareness for Students (Online)			Full Course Details
Select	EHS803	Hazardous Waste Management at U of T			Full Course Details

8. Once you have found the course you are looking for, you can register using one of two options:

Option #1: Click **Full Course Details** on the right and a PDF document will open with a link to the training.

Select a course.

Search by: Description Search Type: Contains Search: Office Ergonomics 1 Cancel

	Course # ▲	Description ▲	Date/Time ▲	Status ▲	
Select	EHS536	Office Ergonomics (Online)			Full Course Details

Option #2: Alternatively, you can register for a course by clicking **Select** beside the Course #. This will take you back to the My EHS Training homepage where you can select **Register for this Course**.

Register for an EHS course:

[Select from all available courses](#)

[Select from courses required for my work](#)

Course #	Description
EHS536	Office Ergonomics (Online)
Date/Time	Location
Register for this Course	
View Training History	

A window will pop up asking you to confirm the registration. Click **OK**. The same PDF document containing the link to the training will be emailed to you.

Confirm

You have requested registration in course:office ergonomics (online).
Check your status online or in the e-mail sent to:
test.student@utoronto.ca

Ok

9. In the Training Course Registration (PDF document), select **Click here to start the course** at the bottom of the document. This will take you to the course enrollment page in **Quercus**.

URL: <https://q.utoronto.ca>

Office of Environmental Health and Safety

Training Course Registration

Name: Test Student

Department: UTSC: Dept of Physical & Environmental Sciences

Supervisor: Name Not Found,

Course: Office Ergonomics (Online)

Session Date(s) and Location: 31-December-8888 - 8:00:00 AM to 9:00:00 AM

This is an online training course. Please follow the instruction below to access the course

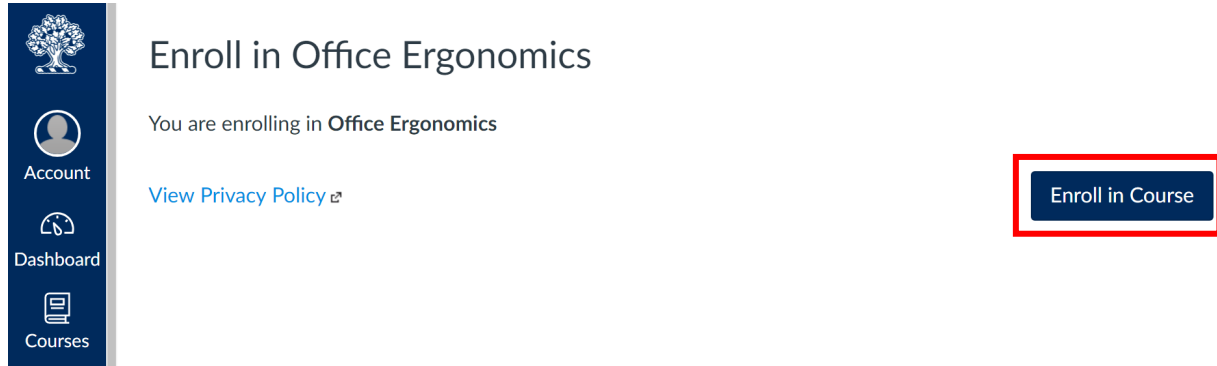
This is an online course. Click the link below to access the course. If you have already entered your UTORid and password, it will take you to the courses directly. If not, then you will be asked to re-enter your UTORid and password.

Follow the prompts on the screen:

- 1) Click "Enroll in Course"
- 2) Click "Go to the Course"

[Click here to start the course.](#)

10. In **Quercus**, select **Enroll in Course**, then **Go to the Course** to continue to the course homepage.

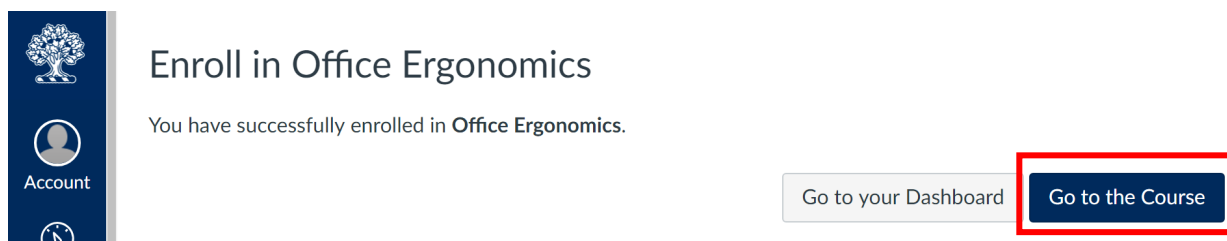


Enroll in Office Ergonomics

You are enrolling in Office Ergonomics

[View Privacy Policy](#)

Enroll in Course



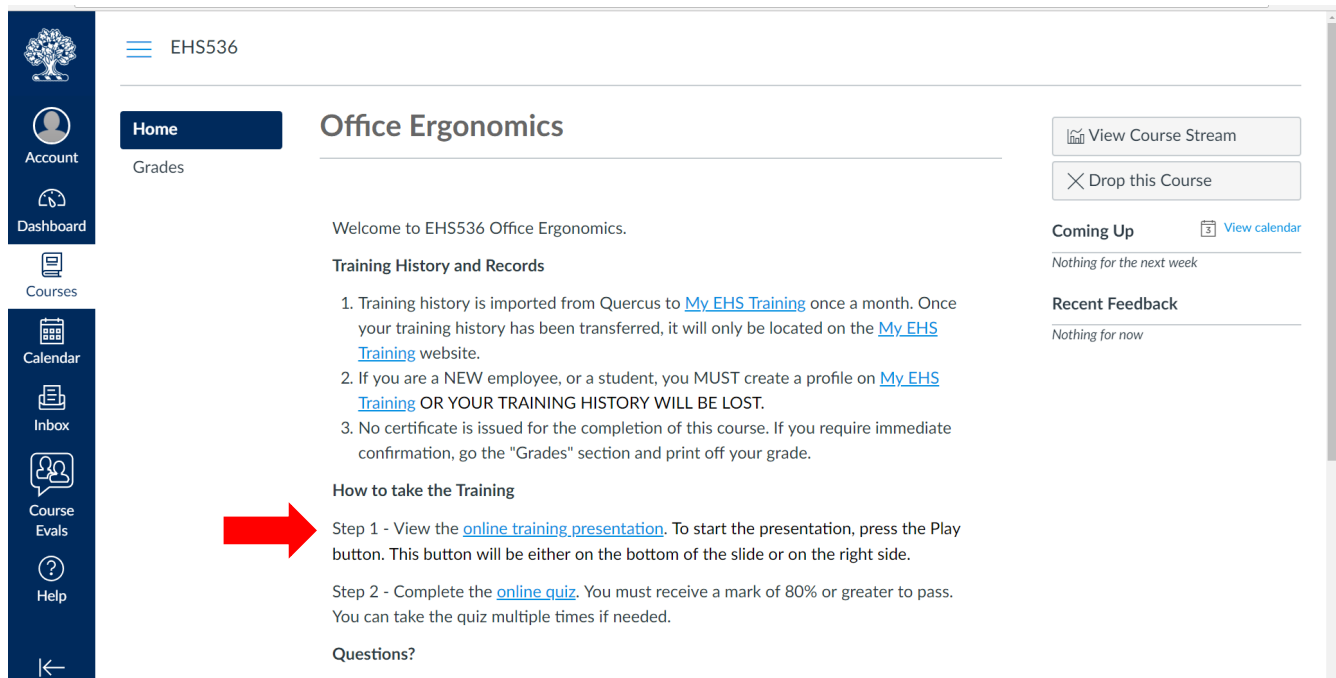
Enroll in Office Ergonomics

You have successfully enrolled in Office Ergonomics.

Go to your Dashboard

Go to the Course

11. Read the instructions on how to take the training. For most courses, this will involve two steps: viewing an **online training presentation** (slides / videos), and completing an **online quiz**.



EHS536

Home

Grades

Office Ergonomics

Welcome to EHS536 Office Ergonomics.

Training History and Records

1. Training history is imported from Quercus to [My EHS Training](#) once a month. Once your training history has been transferred, it will only be located on the [My EHS Training](#) website.
2. If you are a NEW employee, or a student, you MUST create a profile on [My EHS Training](#) OR YOUR TRAINING HISTORY WILL BE LOST.
3. No certificate is issued for the completion of this course. If you require immediate confirmation, go the "Grades" section and print off your grade.

How to take the Training

Step 1 - View the [online training presentation](#). To start the presentation, press the Play button. This button will be either on the bottom of the slide or on the right side.

Step 2 - Complete the [online quiz](#). You must receive a mark of 80% or greater to pass. You can take the quiz multiple times if needed.

Questions?

View Course Stream

Drop this Course

Coming Up [View calendar](#)

Nothing for the next week

Recent Feedback

Nothing for now

(continued on next page)

(#11 continued)

Step 1: Presentation for Office Ergonomics



Step 2: Office Ergonomics Quiz

Due No due date Points 100 Questions 10 Time Limit None
Allowed Attempts Unlimited

Take the Quiz

Previous

Next

12. Once you have finished the online quiz, you will be able to view the results of your current quiz as well as the scores of any previous attempts. In most cases, you will have the option to **take the quiz again** until you achieve a passing grade (this varies by course).

Note: Once you have passed the course, your training records will be updated automatically. The records in Quercus will be imported to My EHS Training, where you can look up your training history at any time. In general, no certificate is issued for completing an online course. If you require immediate confirmation, go to the **Grades** section.

EHS536 > Quizzes > Step 2: Office Ergonomics Quiz

Home

Grades

1

Step 2: Office Ergonomics Quiz

Due No due date Points 100 Questions 10 Time Limit None
Allowed Attempts Unlimited

Take the Quiz Again

Attempt History

	Attempt	Time	Score
KEPT	Attempt 2	less than 1 minute	100 out of 100
LATEST	Attempt 2	less than 1 minute	100 out of 100
	Attempt 1	less than 1 minute	50 out of 100

Last Attempt Details:

Time: less than 1 minute

Current Score: 100 out of 100

Kept Score: 100 out of 100

2 Attempts so far

[View Previous Attempts](#)
Unlimited Attempts

[Take the Quiz Again](#)

(Will keep the latest of all your scores)

13. You can **Print** or take a screenshot of the page below as confirmation that you have completed the course. You should verify that the following information is captured in the printout or screenshot: your name, name of the course, and quiz score.

Home EHS536 > Grades > Test Student

Grades for Test Student

Print

Course: Office Ergonomics Arrange By: Due Date Apply

Name	Due	Score	Out of
Step 1: Presentation for Office Ergonomics		-	
• Step 2: Office Ergonomics Quiz		100	100

Useful Links:

- University of Toronto EHS homepage: <https://ehs.utoronto.ca>
- My EHS Training: <https://ehs.utoronto.ca/training/my-ehs-training>
- Quercus: <https://q.utoronto.ca>
- Online Quercus resources: <http://toolboxrenewal.utoronto.ca/training-and-support/online-resources>
- Training FAQs: <https://ehs.utoronto.ca/training-faq/>